



Example of Team Leader Finance Job Description

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Our growing company is searching for experienced candidates for the position of team leader finance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for team leader finance

- Collect, analyze and report key metrics such as volume, issues, rejects
- Participate in SOX and internal controls Audits to Identify Gaps and Enable Corrective Actions
- Establish effective relationships with internal business customers within the different functional areas in the Organization
- Support the facilitation of organizational readiness for change as required
- Responsible for supporting & executing a smooth transition & stabilization of AP activity from identified locations into the SLP site and ensure business operations impacts are minimized
- Business controls awareness
- Strong participation in all phases of a project from Initiation to Closure
- Lead projects to simplify, streamline, and optimize AP processes
- Ensure compliance in Bank validation process to avoid fraud cases in the organization
- Develop robust controls aligned to evolving process

Qualifications for team leader finance

- Great attention to detail – an eye for the detail and a curious questioning mind
- Confident communicator to discuss / reject expense claims that do not meet PA expense policy requirements with the PA staff member concerned

- Understanding and referencing the country operating manuals / policies for reimbursing staff expenses
- Able to work to strict deadlines to meet the team checking service levels and be organised to meet team goals
- Benefit in kind experience, tax and VAT experience beneficial though training will be given