

## **JOB DESCRIPTION**

# **BUSINESS ANALYST TEAM LEADER**

*Report to: Financial Controller*

### **❖ Key responsibilities**

- ✓ Review payment documents to ensure the legalization and accuracy
- ✓ Perform pricing review to ensure no pricing error
- ✓ Review contract terms set up in rebate system
- ✓ Provide support to internal customers as well as external customers regarding business operation
- ✓ Partner with commercial KA team to provide promotion expense analysis as well as payment update for contract
- ✓ Prepare ad-hoc reports as required
- ✓ Perform monthly closing tasks to ensure accurate booking

### **❖ Requirements**

- ✓ Bachelor's Degree in Finance & Accounting
- ✓ 5-7 years of experience in financial accounting team with rebate reconciliation, contract management background
- ✓ Experience working with data tools such as Excel
- ✓ Extensive knowledge of SAP, Word, Excel, PowerPoint, Access and a willingness to keep computer skills current
- ✓ Work experience in dealing with professionals in various disciplines
- ✓ Proven multi-tasking skills
- ✓ Moderate understanding of sales and contracts
- ✓ Strong oral and written interpersonal skills with experience interacting with both internal and external customers
- ✓ Reliable work ethic and ability to be flexible during high peak times
- ✓ Ability to improve, develop, implement, and evaluate new and revised procedures, methods, and standards