



# Finance Executive

Score Card

## Purpose

Planning, management, and control of the processes for India and Germany region in the following areas: Finance and Accounting & Contract Management.

## Objectives

### Finance:

**Analyze the financial data, compile and present reports on a monthly, quarterly, and yearly basis with the goal of increasing the financial visibility for the stakeholders**

- Based on data, provided by the stakeholders, create an annual budget, to be approved by the stakeholders.
- Work with the vendors (tax consultant, financial advisors etc.) to get 1 monthly cash flow report.
- Monthly report to the stakeholders on budget vs actuals - raise the red flags for areas misaligning.
- Quarterly report with stakeholders - and present and analyze the financials data.

### Accounting:

**Manage and process the invoicing, ensuring smooth bookkeeping and healthy cash flow**

- Collect and process the monthly bookkeeping data and provide it to accounting.
- Manage invoicing, including milestones, payment cycles, and payment deadlines.
- Provide 1 Invoicing status report to SM and stakeholders, raising red flags on invoices NOT sent and overdue.
- Coordinate with Project Managers to ensure timely invoicing.
- Manage any external system provided by the customer for invoicing and/or contracting.

- Create a process guide for the external systems of clients.

### **Contract Management:**

**Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations. Define and manage the process, ensuring data transfer with invoicing**

- Let an NDA, DPA and common paragraphs in the SOW templates be reviewed by an attorney, confirming their future use.
- Create drafts for different types of SOWs in accordance with services provided.
- Define and own the process of the SOWs.
- Take ownership of the process of the connection between SOWs (project codes, customer IDs) and invoicing/accounting.
- Create a process guide for the external systems of clients.

## **Competencies/Skills**

### **Strategic Planning**

Understanding the importance of planning and strategy. The ability to develop, implement and review policies, processes and procedures. Setting long-term goals and adjusting actions based on the results, addressing problems and opportunities for the company.

Understanding of necessary legal and regulatory documents and recognizing when an external consultant is needed.

### **Budgeting**

Ability to oversee budgeting, reporting, planning, and controlling. Provide the intersection of internal and external data, reports and forecasts in the monthly and quarterly meetings.

### **Time management**

When dealing with different topics and responsibilities, it is crucial to keep an overview and divide the available time in accordance with the urgency of the tasks. Define and communicate deadlines to the involved parties.

### **Amazing Communication and Collaboration**

The communication should be very clear and crisp with no scope for assumptions or speculations. Should be well organized in their work and does not work without agendas.

When in a problem, seek help from colleagues and come up with the best possible solutions. Provide help wherever possible.

### **Very Good Listener**

A very good listener, understands everyone's problems and help them in solving the problems at every level ( team, customer, colleagues, stakeholders)

Should be able to seek criticism at every level (customer, stakeholder, SM, development team) and focus on the areas of improvement.

### **Core values**

Live the core values laid by Lean Apps.

- Deliver a WOW experience
- Be Honest
- Be accountable and responsible

## How do you apply?

At Lean Apps, we're looking for innovative and creative thinkers seeking to join a team of like-minded achievers who want to revolutionize the world of digital products. If you think you might be the right fit for our team and our company values, please apply by using the below process. Tell us why you're perfect for this job by sending a cover letter and CV to **[careers@theleanapps.com](mailto:careers@theleanapps.com)**.