

Accounts Payable Team Lead

Your tasks

The Accounts Payable Team Lead has overall accountability and responsibility for administering accounts payable activities such as invoice processing, supplier payments proposal, travel and expense, reporting and other activities Automotive APAC regional markets. Provide clear leadership and direction around day-to-day management of the team's work. Ensure that individual team members are appropriately supported and the team's load is appropriately resourced to deliver timely, quality and value add purchasing services. Manage communications and the flow of information to and from the team so that individual team members are kept informed of and are aligned to company's strategy and priorities.

Key Success Factors

- Provide leadership in the administration of the Accounts Payable function to ensure completeness, accuracy and timeliness of invoice posting and payment proposals.
- Deliver performance that meets or exceeds service level agreement requirements.
- Define performance measurements for the Accounts Payable Team and participate in negotiating service level agreements with business stakeholders
- Plan, organize, lead and control the work of the teams to ensure that objectives are achieved and services are delivered to the customers/stakeholders.
- Act as escalation point for the day to day operations of the team, provide guidance and feedback, and coaching team members.
- Drive development measures for all members are achieved as per defined goal discussed with Service Delivery Manager.
- Drive and review teams capacity utilization and workloads, analyze headcount requirements, billing allocation and recommend action plans to Service Delivery Manager.
- Leads and executes global initiatives and projects that involve accounts payable and related activities.
- Identify, drive and sustain accounts payable related process improvements and cost efficiency
- Assist staff in identifying, defining, and implementing process re-engineering and efficiencies.
- Maintain and execute adequate internal controls for compliance with corporate policies.
- Drive process compliance and assist internal and external audits

Your profile

- Bachelor's degree with a major in business, computer science, finance, or engineering. BSA graduate prefer.
- 5 + years people and stakeholder management experience in



Job ID
REF55639V

Location
Taguig

Leadership level
Leading People

Job flexibility
Hybrid Job

Legal Entity
Continental Global Business Services Manila, Inc.

Accounting, Finance, Purchasing, Order to Cash

- Advanced knowledge of IT systems and databases preferably SAP
- Proficient in using Microsoft Office suite; Advanced knowledge of Excel
- Prior experience in business process re engineering or process improvement initiatives required.
- At least 3 years supervisory/managerial experience in a BPO or shared service industry
- Change management
- Experience with working with international teams required
- Expert in customer relationship and stakeholder management skills
- Excellent communicator and deep understanding of different cultures and norms.

Our offer

- Hybrid work setup
- HMO upon hire
- Values-based culture
- Work-life balance
- Learning Opportunities

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About us

- Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent, and affordable solutions for vehicles, machines, traffic and transportation.

Continental Global Business Services in Manila started in June 2012 as Veyance Technologies Inc. and was acquired by Continental AG in January 2015. On the same year, it legally changed the company name to Continental Global Business Services Manila Inc., which reflects its global presence as a full-fledged subsidiary of ContiTech Division in Continental AG.

On Jan 2024, Continental Automotive Business Services (CABS) Hub APAC joined GBS Manila. CABS Hub APAC (formerly known as Finance Service Center Philippines - FSCP), started on 2012. It provides end-to-end accounting services in APAC Region with workstreams: Accounts Payable, Accounts Receivable, Master Data Management, Cash Management, General Ledger, Statutory Reporting, and Process Excellence.