

Job Function: Lead- Procurement & Expense Payable

Department- Administration & Facilities

Sub Department - Central Functions- Procurement & Expense Payable

Designation/ Grade- General Manager to AVP

Reporting to – Vertical Head- Central Functions & Infra

Profile Summary

The Lead - Procurement & Expense Payable provides leadership and strategic direction for procurement and billing operations, ensuring both functions align with organizational goals. This role is responsible for driving efficiency, cost-effectiveness, and regulatory compliance across procurement and billing activities

Job Description

1. Provide leadership and strategic direction for both procurement and billing operations.
2. Drive, encourage and support automation/ Innovations and process improvements across procurement and billing functions.
3. Collaborate with key internal stakeholders to ensure alignment of procurement strategies with business objectives and necessary compliances.
4. Maintain and enhance relationships with key stakeholders and vendors.
5. Lead vendor development initiatives, including performance evaluations and improvement plans.
6. Identify risks and implement mitigation strategies across procurement and billing activities including Assessments and Due diligence.
7. Responsible and accountable for Organizational Annual Budget.
8. Accountable for Budgeted Cost vs Committed Cost vs Actual Cost, both in capital and operational expenditures in department.
9. Drive strategic cost management initiatives across the procurement and billing units.
10. Ensure Seamless integration with ERP, address pendency's, and oversee financial, risk governance and legal and regulatory compliance.
11. Take personal responsibility for embedding the highest standards of ethics, including regulatory and business conduct and ensure same is followed by Team.
12. Reporting Sub-functional MIS to management.

Qualifications and Experience:

Qualifications/ Education – Bachelor's degree. Specialization in Finance, Supply Chain Management, or a related field would be preferred.

Experience: Minimum of 10 years of experience in procurement, billing, or related administrative roles within the financial services industry.

Knowledge and skills:

- Strong leadership, strategic planning, and decision-making skills.
- Comprehensive knowledge of procurement processes, vendor management, and billing operations.
- Experience in driving operational efficiency and cost-saving initiatives.
- Excellent stakeholder management, negotiation, and communication skills
- Proficiency in procurement and billing software, as well as Microsoft Office Suite.

Classification | INTERNAL