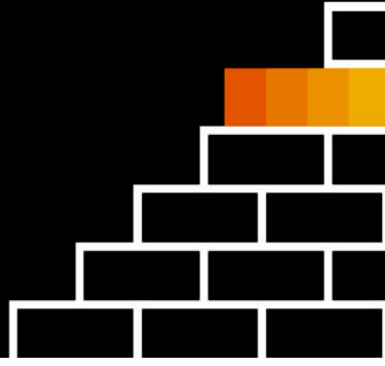


CHECKLIST

New Finance Leader Checklist

Build key relationships

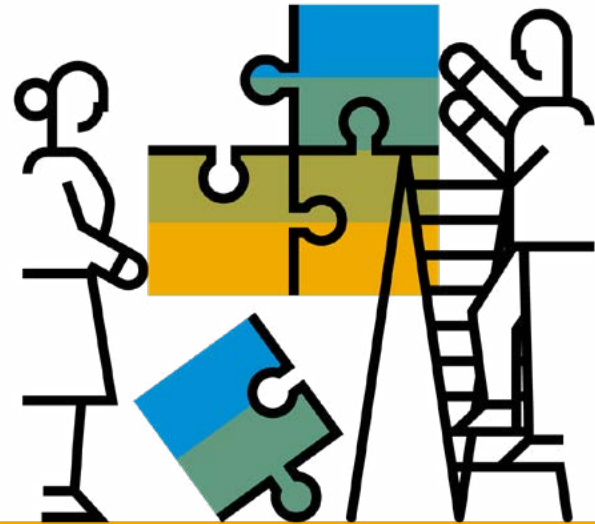


Introduction

In your new finance leader role, forming good **working relationships** within the company will play a major part in helping you succeed.

You'll be covering a lot of new ground in your first few months, but you can use a **simple framework** to navigate the interpersonal aspects of your job.

Here's how to **gain a deeper understanding** of the people and relationships at your company in your first 90 days as finance leader.

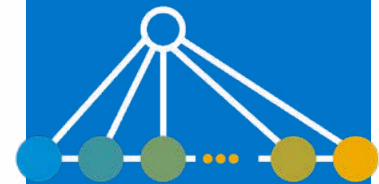


01

Align with your manager

One of the first things you'll likely do in your new role is meet with your manager. The first days of your tenure are crucial to setting expectations and mapping out your plan. Be ready to kick off discussions with your manager right away to learn more about business objectives and discuss how things will get done. In your initial meetings and subsequent regular meetings, you'll want to cover:

- The expectations, timelines, and responsibilities for your role.
- Short- and long-term goals, and how they fit with your goals.
- If you're a manager, the details about individuals on your team, including insights into the people who will report to you, their roles, and the best ways to communicate with them.
- The team leaders you should meet with; then, send email introductions to set up meetings.
- The systems and platforms you should have access to and will use regularly.
- Challenges your department has faced in the past and might encounter in the near future.



Many companies are focused on accelerating their recovery and growth, even in uncertain economic terrain. While most companies have adopted some technology to improve their financial processes, many aren't sure which solutions will stick. But they see the need to adopt meaningful change is fast approaching.

Read the article:
How AP Automation Can Help SMBs Gain Better Control Over Spend

02

Align with your team

Early on, set up weekly one-on-one meetings with direct reports and a weekly team meeting. In both one-on-ones and group meetings, the following questions can be a good starting point to spark meaningful discussions:

- Which aspects of your job do you think are most important?
- What do you love doing?
- What do you dislike doing?
- What are the biggest challenges for you and for the team?
- What do you like—and dislike—about the current finance and accounting systems?
- How do things work in your day-to-day? Who do you work with most?
- What does it take for you to do your job—and to do it well?
- In what ways can I be most helpful to you and the team?



A survey conducted by Forrester Research and SAP showed that organizations with engaged workers who are empowered to do their best work are also good for business, leading to:

- 4.3x increase in earnings per share
- 21% higher profitability
- 17% higher productivity
- 81% higher customer satisfaction

See the webinar:

How Embracing Technology Can Help Make You an Awesome Leader

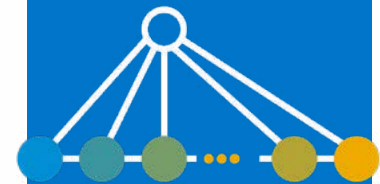
03

Explore the finance needs of cross-functional teams

Meeting with team leaders or department heads could give you valuable information about what's going on with the company and its finances. Review finance data for each department before your meetings to get some background and create discussion topics.

Here are some topics to get your discussions rolling:

- Finance and accounting challenges in the past, and how they overcame them.
- Anticipated future challenges.
- Important details about the individual's role and department that finance or accounting should know about.



Workplace redesign, easier onboarding, dogs in the office – just about everything has been tried. Yet there's one area that often gets overlooked: travel and expense (T&E). And the pain of T&E is, well, real: 24% of business travelers would rather have a cavity filled than have to fill out expense reports.

Get the eBook:
Improving Employee Experience to Improve Engagement And Productivity

04

Get acquainted with the company culture

Even if you're already familiar with the culture and norms of the company, there's always room to gain a deeper understanding of it. And if the company is totally new to you, you can start with the basics by reviewing company documents on the company's vision and mission statements and stated values.

As you get to know the company, be sure to also observe the differences between departments that might show why the numbers are the way they are.

Also, ask the team questions like:

- What's the culture on your team?
- What does your team value most?
- Are there any special things your team does regularly?



Transparent culture ... encourages creativity and risk-taking. It creates a safe space to ask questions, find new solutions, learn, and grow. People can think bigger and innovate without the fear of making mistakes, which can do wonders for an organization.

Read the interview:

How to Build an Authentic Corporate Culture, and Why You Should

05

Navigate the politics of current financial processes

The political landscape within a company is important to understand so you can navigate it efficiently. This area of the business is rarely documented in writing, but it's basically how things get done in the business.

Here are a few suggestions to get started:

- Find out who actually runs things and makes key decisions. Not just the CEO, but everyone who influences those decisions.
- Determine whose support you'll need to get buy-in across decision-makers and cultivate those relationships.



Company leaders rely on feedback from other key roles in the business before deciding to invest in change.

Communicating with key stakeholders can help make that change happen.

Get the eBook:
Building a Business Case for Expense Management Automation

06

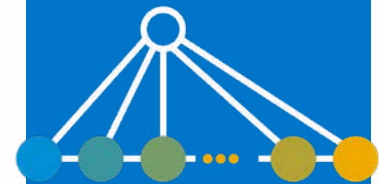
Plan to **grow** in your new role

It's a good time to review what you'd want to do differently in your new role. Looking at your previous roles, reflect on your successes and failures. Use this opportunity to evaluate areas where you might want to take a different approach that would also benefit the company.

Consider using this framework to examine where you've been—and where you'd like to go. Which of the following areas would you like to improve on?

- Problem-solving
- Building relationships
- Leadership style
- Planning daily tasks
- Workflows and processes

Think about leaders you admire and draw inspiration from them, incorporating some of their practices into your new role. Don't rush it, though. Instead, use your first 90 days to observe and learn. As you approach day 90, **start setting the stage for what you want to accomplish.**



Financial executives are in a unique position to lead. They are strategic partners to other executives, have access to large amounts of data, and bring a unique perspective to the decision-making process: the investor perspective. Here are six traits successful financial executives have developed to become more efficient leaders in their unique positions.

Read the article:
6 Traits of an Effective Financial Leader



Oxford Economics discovered that only a small number considered themselves highly effective in the areas of financial planning, analysis, and risk and compliance, and only 11.5% qualified as leaders. But **developing these six traits** can help you boost business performance, efficiency, governance, risk management, and compliance across your company.

Read the article : **6 Traits of an Effective Financial Leader**

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