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# Example of Reporting Team Leader Job Description

Our company is growing rapidly and is looking for a reporting team leader. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for reporting team leader

* Ensure daily tasks are produced accurately and in a timely manner
* Coaching, monitoring, supervision of approximately two Team Members to ensure they have the skills and knowledge to perform their role to be compliant with local regulator and external legislation in a professional & ethical manner
* Leading and undertaking investigation and analysis of root causes to ensure the timely resolution of any/all complex trade reporting and Portfolio Reconciliation breaks
* Working with the Senior Associate to identify and implement changes to workflow that support sharing of G20 operational, reporting and service related tasks across various time-zones
* Providing input and contributing to operational risk events when detected, ensuring control failures/gaps in process are clearly identified, escalated and documented
* Manage CRS/UK FATCA Team - day to day duties
* Serve as central point of contact for clients, investment managers and internal parties, for tax and proxy documentation issues, ensuring that all queries are addressed in a timely and accurate manner
* Coordinate production of the reporting to local Tax Authorities (TA) as per scheduled deadlines
* Participate in client visits, presentations, calls and/or meetings as appropriate
* Play a leading role in ensuring the department remains up to date with respect to the latest tax regulations

## Qualifications for reporting team leader

* Action all inter-affiliate service moves to EMEA & NA in line with IAS policy & standards
* Take ownership of chasing Program Managers for their contribution to exercises
* Manage alignment of portfolio with governance model and framework
* Participate where required in projects involving
* Good usage of MS Office product suite and Sharepoint
* Comfortable with implementing & enforcing exercise delivery