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# Example of Reporting Team Leader Job Description

Our growing company is searching for experienced candidates for the position of reporting team leader. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for reporting team leader

* Provide leadership of team and across other groups by sharing knowledge as appropriate
* Provide objective and regular feedback to team members
* Conduct performance review and appraisal of team members
* Working closely with Manager(s) on various processes/projects, such as being assigned to take the lead and/or assist to implement new processes in order to help the team be successful in its goals and KPIs
* Ensure Statement processes & controls are compliant with regulations and firm policies, prepared for growth, and supportive of successful business continuity
* Manage service relationship and communication around client statement changes
* Manage the tax onboarding team tasked with reviewing documentation received for new customers and ensure accuracy from a FATCA perspective
* Identify situations that could arise which indicate U.S indicia or inconsistencies between the KYC documents received and the W-8 form
* Identify Changes in circumstances on existing accounts in accordance with requirements under the Internal Revenue Code
* Tax form validation

## Qualifications for reporting team leader

* Work closely with the relevant contacts within our investment management clients to provide the best possible service
* Monitoring of IMA Disclosure reports, ensuring all deadline are achieved
* Experience in a relevant client administration and reporting role
* An understanding of the operations processes
* The ability to communicate effectively, both with clients and internally
* The ability to adapt to multiple demands and priorities in a pressurised environment