



# Example of Reporting Team Leader Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is hiring for a 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

- Supervise direct reports' tasks (eg Period End reporting, journal processing)
- Representative for Internal and External Audit
- Regularly hold P4G and call-over meetings to his/her direct reports
- Acts as a coach and mentor for the General Accountant
- Has general overview of own market, solves arising issues, liaises with and
- Co-ordinate analysts within the team to solve specific issues and complete projects
- Provides first line support to the Manager on specific issues/projects and
- Act as a deputy of the Manager
- Proactively suggests improvements/additional control points to build in and
- Take an active part in the implementation and in the follow up

## Qualifications for reporting team leader

- Outstanding business relationship skills
- A can do attitude and a desire to move the business forward
- Outstanding relationship with Sales Analysis business partners
- University degree in Accounting, Finance or related discipline with accounting qualification
- Challenge bad data quality to ensure clear and concise communication to the relevant audience
- Perform audits of Programs to confirm compliance with best practice framework