



Example of Reporting Team Leader Job Description

Powered by www.VelvetJobs.com

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

-
- 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