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# Example of Management Reporting Job Description

Our growing company is looking to fill the role of management reporting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for management reporting

* Coordinates monthly global management reporting, providing KPI results for both divisional consolidated reporting
* Calculates FX impacts on divisional and global reported results forecasted impacts for future periods
* Analyze business transactions and articulately document income tax provision impact in memorandum form
* Develop tax provision reporting packages and analytics for specific finance stakeholder groups
* Collaborate with cross-functional teams to create scalable calculation models in order to appropriately record quarterly financial statement impact of tax positions
* Identifies variances to budgeted revenue and expenses
* Perform Monthly Capacity planning across all teams
* Publish weekly/monthly reports to stakeholders on a timely basis
* Demonstrate strong attention to detail, focusing on financial integrity, consolidation, alignment, and consistency in “look and feel” deliverables
* Support annual planning process, including investigation of trends, model projections, sensitivities, metrics and preparation of presentation decks

## Qualifications for management reporting

* Experience defining and implementing project management standards
* Financial planning and budgeting for technology programmes and operations
* Formal Programme and or project management certification PMI or Prince2
* Good understanding of IT infrastructure and application structures
* Experience of working in an ITIL customer service environment
* IT literate in using standard office products and can learn/adapt quickly to use other tools required to complete the role