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# Example of Reporting & Analysis Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of reporting & analysis. 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 & analysis

* Create and publish regularly scheduled and ad hoc reports
* Document reporting requirements, process and validate data components as required
* The main scope of this role will be to provide operational data analytics for compliance/regulations
* Cross-functionally partner with teams to source identified data gaps and deficiencies
* Develop new and/or run standard reports using Oracle BI reporting tool (Taleo) and campus recruitment tool (WCN)
* Perform checks to verify the completeness and accuracy of the data
* Break out metrics and prepare for distribution to various stakeholders, sometimes combining data from different sources
* Analyze data to identify trends, YOY comparisons
* Draw conclusions from data and provide analysis for roll up presentations
* Building a world class, results driving, reporting and analysis capability

## Qualifications for reporting & analysis

* Proactively create and document significant items impacting expense results by line, region, sub-division and cluster on a monthly, quarterly and annual basis, for communication to COO's during the month end process
* Managing relationships with the Lines of Business with Corporate teams that are responsible for the external reporting of the firm wide data
* Knowledge of CRA qualification and requirements
* Working knowledge of Microsoft Office applications (Word and PowerPoint)
* University degree in finance and/or accounting required
* Minimum of three years financial management experience