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# Example of Reporting Associate Job Description

Our company is looking for a reporting associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for reporting associate

* Advanced technical skills including Excel macro design and VBA programming and ability to utilize SQL without relying on IT support
* Ensure that, as a Catlin employee, you are representing the Catlin organization
* Handling recurring expense and profit and loss reporting
* Provides services at expected levels with a clear customer focus and escalates exceptions within the R2R team
* Provides functional support from a statutory accounting perspective for business transactions
* Closely collaborates with the NGSC, FRA Technical Accounting and Divisions across 2 countries in the Cluster to ensure accurate accounting and financial reporting
* Supports the in-time preparation of assigned statutory reports to management and authorities following local regulations, NAM and IFRS
* Is responsible to prepare the bridge between IFRS, Statutory and Tax P&L and Balance-Sheet for routine transactions
* Assists in the preparation of transfer pricing documentation working papers
* Is responsible for the delivery of the direct tax analysis and other local tax submissions for routine transactions

## Qualifications for reporting associate

* Document maintenance including
* Demonstrated technical ability/computer skills Excel, PowerPoint
* Working knowledge and innovative skills in VBA Excel could be an additional advantage
* Good Excel and Access skills, Exposure to Oracle/SAP will be an added advantage
* Successful candidate should have solid communication and negotiation skills
* Ability to liaison with multiple team and be able to co-ordinate / negotiate with multiple stakeholders to get through the Reg reporting requirements