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# Example of Reporting Executive Job Description

Our innovative and growing company is looking for a reporting executive. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for reporting executive

* Key contact for Global Financial Services support including working with a diverse group of assistants in multiple time zones
* Logistics and client management for External Auditors in an on-going arrangement, and managing Software/Database/Security Access Requests
* Relieve other assistant roles during absences and general administration including arranging for new starters/transfers/departures, arranging IT equipment and desk allocations, assisting with Late Work meals during busy periods
* A minimum of 3 years' experience as an Executive Assistant, preferably within a large corporate environment
* Able to work autonomously, at times with minimal guidance
* Advanced computer skills in MS Word, MS Excel, MS PowerPoint and MS Outlook
* Preparation of monthly MSG Group wide deliverables for management committee and investor relations
* Assistance with MSG Group forecasting and budgeting
* Preparation of monthly CAF Group wide deliverables for management committee and investor relations
* Assistance with CAF Group forecasting and budgeting

## Qualifications for reporting executive

* Minimum education qualification is a Bachelor's degree, although an advanced degree would be considered a plus
* Head of RC Risk and Strategy will provide supervisory guidance
* Minimum of ten years proven and progressive financial services, legal or compliance experience, or equivalent
* Big 4 qualified Chartered Accountant ideally with knowledge of banking and financail services
* Exposure to APRA/Regulatory reporting processes desirable
* Strong communicator with the ability to build and retain relationships