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# Example of Reporting Executive Job Description

Our innovative and growing company is searching for experienced candidates for the position of reporting executive. 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 executive

* When responding to an emerging business problem, is comfortable balancing the need for complete information vs
* A genuine interest in developing regulatory reporting knowledge
* Highly motivated and organised with strong interpersonal skills
* Strong attention to detail, proactive and the ability to see multiple tasks through to completion
* Manage the External Reporting Group’s processes to ensure submission of reports, both internal and external, are met in a timely and efficient manner and regulatory breaches and fines are avoided
* Ensure completion of annual ICAAP, internal policy statements and Pillar 3 disclosures in line with regulatory guidance
* Ensure that statutory reporting requirements are met in accordance with applicable financial reporting standards
* Ensure full compliance with new regulatory requirements as they impact the London Regulatory reporting entities
* Maintain effective control of the environment within the team
* Manage the internal and external audit process

## Qualifications for reporting executive

* Ability to optimize, lead and mentor a reporting team hiring, managing and retaining exceptional talent
* Quick learner, detail oriented, demonstrable thoroughness and strong ownership of work
* Able to prioritize and perform with a high sense of urgency in a fast moving, high pressured, and constantly changing environment
* Leadership skills are key, while simultaneously being a consummate team player
* Ability to adapt to ongoing change in the business and reporting environment
* Attention the detail and strong written sills essential