



Example of Analyst, External Reporting Job Description

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Our innovative and growing company is looking for an analyst, external reporting. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for analyst, external reporting

- Ensure all stakeholders understand Asset Quality
- Analyse and provide insight in relation to the Groups and division risk profile and analyse the inherent portfolio risk
- Ensure that the maintenance, development and production of reports is of a high quality
- Build strong stakeholder relationships with Risk, Finance, Treasury and Investor Relations to deliver high quality reporting and manage expectations through effective and timely communication
- Actively participate in and progress the maturity of reporting governance processes, standardised reporting, maintaining the risk reporting inventory and implement change management processes
- Continually challenge the status quo, drive process efficiency and contribute to the delivery of the reporting strategic end state
- SEC reporting including preparation of 10-K's and 10-Q's
- Assisting with annual operating financial planning process
- Monthly close activities and related analysis
- Prepare and analyze various quarterly/annual schedules/exhibits supporting internal and external financial reports

Qualifications for analyst, external reporting

- The ability to take on leadership roles on various projects is required. Finance

- Flexible, creative, resourceful, self motivated with desire for self-improvement
- Ability to adapt quickly & maintain flexibility with regard to ad-hoc projects, revisions to areas of responsibility and organizational change
- Experience in both public and private sectors
- System experience with either HFM or Workiva