



Example of Financial Reporting Associate Job Description

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Our company is growing rapidly and is looking to fill the role of financial 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 financial reporting associate

- Business continuity Plan (BCP) – Maintain the BCP narrative for IFR and coordinate with IT Services the testing of disaster recovery procedures for the switch over of all financial application in support of the departments overall disaster recovery strategy
- Perform accounting analysis and due diligence to support changes in legal entity structures, other activities and transactions
- Liaise with Technical Accounting, business units and other Finance functions, as appropriate
- Assess accounting implications and ensure proper documentation of analysis performed and proper reporting in the firm's books and records
- Collaborate with Technical Accounting Group to evaluate and document consolidation analysis and conclusion of legal entities
- Assist in preparing responses to address regulatory and audit queries
- Support quarterly/annual audits by Internal Auditors, , Independent
- Sign off tax distributions and tax returns for unit trust clients
- Sign off Audit packs, TBs and financial statements for unit trusts clients
- Sign off BASs calculations, MERs, ABS reporting as and when available

Qualifications for financial reporting associate

- Accounting experience with SEC filings

- Have strong IT skills, including Excel, and the ability to learn new IT systems and processes
- Have a strong attention to detail and a broad understanding of the Bank's main operations and functions
- Have excellent workload management skills with a core focus on delivery
- Be flexible and adaptable in order to ensure tasks are prioritised effectively and delivered on time