



# Example of Financial Reporting Job Description

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Our company is looking for a financial reporting. 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

- Review minutes of meetings and contracts to ensure financial statements accurately reflect activities
- Review audited annual and unadudited interim accounts
- Organise and attend meetings with audit firms
- Train, coach and mentor junior staff within the department
- Attend meetings on behalf of the department
- Consolidate, prepare, review and submit financial reports including the SEC 10K, 10Q, 8K and earnings releases
- Review and analyze quarterly financial statements
- Support the month end process and create financial reports
- Complete detailed analyses related to the P&L, balance sheet and income statement
- Conduct actual to budget variance analysis

## Qualifications for financial reporting

- Establishing and managing relationships with the Lines of Business with external regulatory agency constituents through ongoing partnership and dialogue
- Participate in other regulatory requirement reporting such as CCAR and Recovery & Resolution (R&R)
- Manage the timely and accurate submission of monthly Bank Act (BA)

- Ensure that monthly BA reporting variances are communicated in time to GRR for submission to SARB
- Based on the standards determined by Group Finance, arrange for the evaluation and update of the financial systems in place in the business (systems include budget tools, tax planning tools, financial reporting systems, asset registers )
- Manage the monthly updating of the General Ledger Cost Centre roll-up structures to ensure reporting on all cost centres within the business