



# Example of Senior Financial Reporting Associate Job Description

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Our growing company is searching for experienced candidates for the position of senior financial reporting associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior financial reporting associate

- Participate in process improvement initiatives to improve operating efficiencies
- Perform analytical reviews of financial results for complicated funds and investment structures
- Assist with the annual fund audits and interim cycles
- Responsible for coordination of legal entity setup and account launch for new funds or investments
- Utilize internal resources to respond to client, prospective client, and client consultant requests for information in a timely and accurate manner
- Assist with the completion of various regulatory and other reporting requirements including Form PF, Transparency Reporting, OPERA, and CPO-PQR
- Perform scheduled and ad hoc internal reporting
- Assist with fund expense process and oversight
- To provide flexible and appropriate support to the Syndicate Financial Planning team in the preparation and analysis of the Lloyd's Syndicate Business Forecasts (SBF) in accordance with prescribed timetable, ensuring complete, accurate and of high standards
- Assist reporting teams in the review of actual results and reforecasts against the syndicate business plans to help monitor performance

## Qualifications for senior financial reporting associate

- Expert-level knowledge in Excel, PowerPoint, and Bloomberg
- Senior Associate – 2 to 3 years' experience
- Public Accountant / Degree in Accounting (preferred), Finance or other business discipline a must
- Large public accounting firm / Financial Services industry experience is preferable
- Proficiency in Microsoft Office with advanced knowledge of Excel and Word is required