

**Specification of Competency Standards**  
**for the Banking Industry**  
**Unit of Competency**

Functional Area - 10. General Management  
(Key Function – 10.3 Financial Management and Control)

Title	Execute regulatory reporting and management reporting strategies
Code	109563L5
Range	Provision of different kinds of financial report for different business and functional areas to fulfil the regulatory requirements and internal management requirements that govern enterprise banking business and with management activities. This applies to all sorts of strategy execution related to regulatory reporting and management reporting.
Level	5
Credit	4 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Possess the working knowledge in financial compliance and apply it to evaluate requirements of financial disclosure in various ordinances related to banking practices;</li> <li>• Have an in depth understanding of banking law and regulatory reporting requirements, hence to apply them on the bank's regulatory reporting and management reporting strategies execution as appropriate (e.g. provisions of the Banking Ordinance and HKMA Supervisory Policy Manual on submitting periodic returns, adhering to limitations on exposures to any single party, maintaining adequate capital and liquidity, etc.);</li> </ul> <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Formulate policies and standards on reporting and presentation format according to statutory and internal requirements;</li> <li>• Establish procedures and systems to ensure that adequate control on regulatory and internal reporting;</li> <li>• Establish relevant accounting procedures and format in statistical or financial reports which fit the bank's needs and regulatory requirements;</li> <li>• Establish manual for relevant parties to compile statutory returns or reports required by regulatory bodies.</li> </ul> <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Oversee documents and reports (e.g. budgeting, forecast, statutory reporting of financial or bank information) to show a true and fair view to various stakeholders;</li> <li>• Oversee periodic financial and operating reports to ensure timeliness and accuracy;</li> <li>• Review consolidated financial statements and operations reports to ensure that adequate information are disclosed;</li> <li>• Coordinate for dissemination of information through various channels (e.g. press release).and ensure they are genuine and accurate.</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Provision of policies and / or standards for financial and risk reporting after analysing the regulatory / internal requirements and the bank's operations. The policies and / or standards cover all relevant regulations and practices while allow the bank to collect data and prepare reports in an effective and efficient manner;</li> </ul>

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	<ul style="list-style-type: none"><li>Monitoring the preparation of reports to ensure relevant reports for fulfilling regulatory and internal requirements are prepared accurately and timely in a professional manner.</li></ul>
Remark	