

Human Resources, Finance and Administration > Financial Control

Title	Handle regulatory reporting and management reporting
Code	106742L5
Range	Providing different kinds of financial report for different business and functional areas to fulfill the regulatory requirements and internal management requirements that govern banking business and with management activities
Level	5
Credit	4 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Have specialized knowledge in disclosure requirement Be able to: <ul style="list-style-type: none"> • Evaluate requirements of financial disclosure in various ordinances related to banking practices 2. Formulate policies and procedures in regulatory and internal reporting Be able to: <ul style="list-style-type: none"> • Formulate policies and standards on reporting and presentation format according to statutory and internal requirements • Establish procedures and systems to ensure that adequate control on regulatory and internal reporting • Establish relevant accounting procedures and format in statistical or financial reports • Establish manual for compiling statutory returns or reports required by regulatory bodies 3. Monitor and review reporting Be able to: <ul style="list-style-type: none"> • Oversee documents and reports (e.g. budgeting, forecast, statutory reporting of financial or company information) to show a true and fair view to various stakeholders • Oversee periodic financial and operating reports to ensure timeliness and accuracy • Review consolidated financial statements and operations reports to ensure that adequate information are disclosed • Coordinate for dissemination of information through various channels (e.g. press release)
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Provision of policies and/or standards for financial and risk reporting after analyzing 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. • Monitoring the preparation of reports to ensure relevant reports for fulfilling regulatory and internal requirements are prepared timely in professional manner with good degrees of accuracy.
Remark	