

JOB DESCRIPTION

Job Title:	Date & Version Control
Regulatory Reporting Accountant	Date: October 2023
Reports to:	Version: 5.1
Head of ALM & Regulatory Reporting	Produced by: Head of ALM & Regulatory Reporting
Direct Reports:	
None	

Job Purpose & Scope

Working under the supervision of the Head of ALM & Regulatory Reporting the Regulatory Reporting Accountant will be responsible for preparing regulatory returns within the Finance Department. The role holder should mirror the Society’s desire to build on strong foundations and will also maintain and develop the spreadsheets that underpin our regulatory reporting processes.

The Regulatory Reporting Accountant should value continuous improvement as the Society strives to offer members the highest level of service. A logical approach to problem solving, flexibility and proactivity are key attributes for success and there is an expectation that the role holder will be demanding of the highest standards from themselves and others. Collaboration with the wider Finance Team and with Risk & Compliance will be pivotal for success to ensure that a robust and rigorous approach to regulatory reporting is maintained.

The Regulatory Reporting Accountant should ensure that the Society’s risk culture and Risk Management Framework are adhered to.

Duties and Key Responsibilities

Main Areas of Work

- Prepare Finance owned regulatory returns, including PRA and Bank of England returns, ensuring accurate, timely and consistent reporting to our regulators.
- Maintain, and develop where necessary, robust spreadsheets supporting the calculation of regulatory returns and ensure appropriate change management controls are adhered to.
- Ensure that the control framework around regulatory reporting operates effectively.
- Understand and maintain the regulatory reporting functionality of the reporting system.
- Preparation and ownership of monthly spreadsheets supporting solvency, liquidity, and other management reporting of regulatory reporting metrics.
- Maintain log of regulatory publications, identifying those which require action.
- Confirm Treasury and derivative transactions on Treasury Management System.
- Carry out other duties as required which may involve other areas of Finance responsibility (including supporting asset and liability management activities).
- Ensure that positive risk behaviours are championed and that the Risk Management Framework is adhered to.
- Ensure our members are placed first through identifying opportunities for, and championing change to deliver continuous improvement.

Conduct Rules

All employees are expected to act in accordance with the PRA and FCA Conduct Rules:

- You must act with integrity
- You must act with due skill, care and diligence
- You must be open and co-operative with the FCA, the PRA and other regulators
- You must pay due regard to the interests of customers and treat them fairly
- You must observe proper standards of market conduct

Financial Crime

All employees are expected to:

- Be aware of their personal legal obligations and the legal obligations of the Society in relation to Financial Crime
- Be aware of the Society’s Anti-Money Laundering systems and controls and follow the Society’s procedures
- Be alert for anything suspicious in respect of money laundering or fraud and report any suspicions in line with internal procedures
- Do not discuss any suspicions with anyone outside of the Society and do not ‘tip off’ a customer or prejudice an investigation

Person Specification

Qualifications & Knowledge	<ul style="list-style-type: none"> • Qualified Accountant (CIMA, ACA, ACCA or equivalent)
Experience	<ul style="list-style-type: none"> • Previous experience working within a Finance function. • Previous experience in Financial Services is desirable but not essential.
Skills & Abilities	<ul style="list-style-type: none"> • Highly self-disciplined and proactive individual who can deliver quality output to an agreed timeline. • You will have an analytical mind and be a skilled excel user; comfortable using complex formulas, x-lookups and nested if statements. • Strong attention to detail and bring a logical, structured approach to problem solving. • Clear and concise communication skills • Ability to work on own initiative or as part of a team
Other Requirements	<ul style="list-style-type: none"> • Able to display the Society’s deep-rooted values at all times. • Flexible and proactive while demanding high standards of yourself and others.