

## Job Description

<b>Job Title:</b>	<b>Regulatory Reporting Accountant</b>
<b>Department:</b>	<b>Finance Department</b>
<b>Certified Role:</b>	<b>No</b>
<b>Reports to:</b>	<b>Head of Regulatory Reporting Unit</b>
<b>Direct Reports:</b>	<b>No</b>
<b>Budget Responsibility:</b>	<b>No</b>

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### Purpose of the role:

To assist in the preparation of all regulatory returns (BOE, FCA, PRA, COREP, FINREP and FSCS).

### Primary Responsibilities of Role:

The responsibilities below are covered by two Regulatory Reporting Accountants. Areas of responsibilities will be assigned to the candidate although the person will be expected to obtain knowledge of all areas to ensure absence cover.

- Preparation of regulatory returns (BOE, FCA, PRA, COREP (inc Own Funds, LCR and ALMM), FINREP, FSCS).
- Preparation of daily / weekly / monthly reports for management on liquidity, capital and LE, including variance analysis.
- Reconciliation of General Ledger and P&L to all regulatory reports.
- Running of the stress testing process for liquidity and capital.
- To support in the UAT of all the new returns or any change in process of reports from the Regulatory Reporting Solution.
- Periodic updating of Regulatory Reporting procedures and interpretation statements,
- Assist Head of Regulatory Reporting (HORR) / HOF / CFO in preparing ILAAP and ICAAP documents.
- To support in projects relating to regulatory reporting including process efficiencies.
- To support in the replacement of the Regulatory Reporting Solutions
- Take any other ad hoc work or function as may be required and advised by Head of Unit/HOF/CFO.
- To provide adequate cover for Head of Regulatory Reporting in times of absence.

### Competence Requirements:

#### Professional/Academic Qualifications:

Essential: At least graduate.

Desirable: Professional accounting qualification (full or part) or qualified by experience.

#### Experience/Knowledge

Essential: Knowledge of regulatory regulations for Liquidity and Capital (CRD IV).  
(at least 2 years of relevant experience in a similar sized banking environment)  
Analytical skills

Desirable: Experience of regulatory reporting solutions, validations and submissions.

#### Functional/Technical Skills:

Essential: Excellent attention to detail and high level of accuracy and good analytical skills.  
High proficiency in Microsoft Office skills (Excel, Word & PowerPoint)

#### Interpersonal Skills:

Essential: Strong communication and organisational skills, able to show initiative.  
Strong Team player.

Languages: (if applicable)

Essential: English

### Competencies:

There are *six core behavioural competencies* applicable to every member of staff as part of FBN's Performance Management Framework and are fundamental to the way in which we operate. The level of behaviour required for your role is detailed below and the full range of descriptors for each level is available in the Competency Framework Booklet.

### Conduct Requirements:

#### Individual Conduct Rules:

**Rule 1:** You must act with integrity.

**Rule 2:** You must act with due skill, care and diligence.

**Rule 3:** You must be open and cooperative with the FCA, the PRA and other regulators.

**Rule 4:** You must pay due regard to the interests of customers and treat them fairly.

**Rule 5:** You must observe proper standards of market conduct.

	Competency	Level
1	Professionalism	3
2	Client Focus	3
3	Decision Making & Accountability	3
4	Working with Others	3
5	Change Orientation	3
6	Risk Awareness	3

Signed:

Date: