



## Job Description

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

### Purpose of role:

To lead and ensure all day to day Prudential Regulatory reporting functions are carried out effectively, efficiently and within agreed timeframes.

### Primary Responsibilities of Role:

- Keep up to date with prudential regulatory requirements applicable to the Bank and ensure timely implementation of changes including updates to policies, procedures manual and relevant returns.
- First level review and supervision of the accurate and timely production of all prudential regulatory returns (including but not limited to BOE, FCA, COREP, FINREP and Pillar 3).
- Take Head of Finance through all prudential regulatory returns successfully at each reporting period and obtain his sign-off as second level reviewer (on checklist and monthly review document).
- Along with Head of Finance, obtain CFO (SMF 2) approval before submission of all prudential regulatory returns; note clearly and seek CFO approval for material judgements / policy exceptions.
- Ensure accurate and timely production of all internal reports (including but not limited to liquidity, capital, ALCO, Group, CBN, Board and other ad hoc reports).
- Review, streamline and oversee the automation of manual regulatory reporting processes and reports.
- Oversee the implementation of a new / enhanced regulatory reporting platform.
- Support Head of Finance in the production of annual ICAAP, ILAAP and RRP.
- Lead regular stress testing of the Bank's liquidity position and prepare appropriate reporting to ALCO, EMC and Board.
- Support Head of Finance in maintaining and running capital stress testing model for annual ICAAP, annual budget and as required for ALCO or requested by CFO.
- Develop appropriate MI for Head of Finance and CFO to facilitate tracking of progress in change delivery and escalation of any issues encountered.
- Establishment of a properly staffed and appropriately trained Regulatory Reporting function.
- Coordination of responses to regulatory data requests including support of UAT process for new products or process changes impacting prudential regulatory reporting.
- Technically challenge the Regulatory Reporting team and ensure returns are submitted in line with relevant requirements and regulations.
- To close all internal audit points, relating to prudential regulatory reporting, within prescribed timelines.
- Any other tasks that may be assigned from time to time by Head of Finance and CFO.



**Communication:** very strong oral and written communication skills; able to tailor messages to a variety of audiences.

**Motivation & Flexibility:** able to operate independently, reprioritise own workload as necessary, and deliver to tight deadlines; comfortable in a fast-moving environment which may require performance of additional tasks outside key areas of responsibility at short notice; willingly to dedicate requisite effort to ensure activities completed on time and to the quality required; pro-active and able to demonstrate initiative.

**Organisation:** able to manage multiple deliverables concurrently; adopts a logical approach to the prioritisation and delivery of tasks.

**Analysis:** able to accurately review and synthesise large amounts of data; keen eye for detail; unafraid to raise questions to both confirm understanding and test the logic of facts as presented.

**Teamwork:** able to work a part of a close-knit team; willing to share information and ideas proactively.

### 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.

### Competence Requirements:

#### Professional/Academic Qualifications:

Essential: First Degree and Professional Accountancy Qualification (ACA or ACCA)

Desirable: MBA or Master's Degree

#### Experience/Knowledge

Essential: At least 10 years of extensive experience in prudential regulatory reporting and prudential regulation including 5 years in a managerial capacity preferably within banking and financial services.

Desirable: Experience / awareness of ICAAP and ILAAP including capital and liquidity stress testing.

#### Leadership:

Essential: Ability to manage a team, self-motivated and strong team player.

Desirable:

#### Functional/Technical Skills:

Essential: Excellent attention to detail and high level of accuracy and good analytical skills.  
High proficiency in Microsoft Office applications.

Desirable:

#### Interpersonal Skills:

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

Desirable

#### Languages: (if applicable)

Essential: English

Desirable:



### 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.

	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