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| **Job Family:** | **Finance** |
| **Role Title:** | Assistant Regulatory Accountant |
| **Band:** | 4a |
| **Summary:** | Acting as a support for the Regulatory Finance team by delivering timely and accurate reporting through:   * Preparing and submitting regulatory returns * Liaising with brokers to facilitate new or rolled deals, T-Bills, Gilts or CD’s * Liaise with other financial institutes to transact Swaps * Providing support for the Regulatory Finance Manager, Finance Director and wider Finance team |
| **Purpose:** | To assist the Regulatory Finance Manager in preparing regulatory returns, monthly liquidity reporting and any ad hoc requests.  Assist in the maintenance of any policies, processes and procedures. |

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| **What I Do:** | **How I Work:** | **What I Can Do:** |
| **Regulatory Reporting**   * Develop and maintain strong relationships with all stakeholders to achieve high levels of trust, respect, and professionalism. * To prepare and submit regulatory returns for the Society, which are required by the various regulators including the PRA, FCA, Bank of England and BSA. This will include monthly, quarterly, annual and bi-annual reporting within regulators deadlines. * To be proficient in the use of the various computer software required to prepare and submit the above, which may include excel, ALMIS, RegData, Beeds, Egress and Suade. * To keep up to date with any regulatory changes which effect reporting requirements. * To assist in maintaining regulatory reporting procedures.   **Treasury Front Office**   * Liaising with brokers, this will involve transacting new deals, negotiating rolled deals and repayment of maturing deals. * Liaise with brokers to transact any T-Bills, Gilts or Certificate of Deposits. * Arranging Interest Rate swaps as and when required. * To advise on any transfers between the Society’s Barclays & NatWest accounts and the Bank of England in the absence of the Regulatory Finance Manager. * Arrange any ILTR funding as and when required.   **General Operations**   * To become familiar with the processes and procedures relating to the BOE Sterling Monetary Framework (SMF), e.g. ILTR. * To provide cover for any aspects of Sterling Monetary Framework (SMF) administration. * To be a user of BERTI (BOE Real Time Interface) in order to transfer funds from the Reserve account and enquire on balances, interest etc, subject to the appropriate mandates. * To assist on the production of stress tests on the Society’s liquidity and capital for the monthly MALCO meetings. * To assist in the production of ICAAP, ILAAP or any other Society policies. * Provide ad hoc assistance to the Regulatory Finance Manager and Finance Director as and when required. * To provide cover for the Regulatory Finance Manager as and when required. * To assist in any audit requests or requirements. * To assist with ad hoc projects as and when necessary. | * Strong interpersonal skills and high levels of oral and written communication. * High level of analytical ability with a strong attention to detail. * Ability to maintain high levels of accuracy whilst working to tight deadlines. * Able to take the initiative and work autonomously. * Ability to collaborate with stakeholders at varying levels within the Society. * Demonstrate a positive attitude in challenging times. * Knowledge of the financial services industry is an advantage. | * Degree level education with A Levels or Level 3 equivalent (AAT, BTEC, Diploma). * Part qualified accounting qualification. * Experience working in a highly regulated and audited environment. * Previous experience of working within Financial Reporting. * Highly competent in the use of Excel and Microsoft packages. * Understanding of accounting procedures and principles. * To have a continuous improvement mindset |