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| 1. **Job Title**
 | Regulatory Accountant |
| 1. **DEPARTMENT**
 | Finance |
| 1. **Location**
 | Rosebank, Johannesburg |
| 1. **Date**
 | 17 June 2022 |

| **High Level Objectives** | **Key Performance Activities** |
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| prepare monthly regulatory returns for submission to the pa | * Liaise with Bank-wide teams to collate all underlying information required as inputs into monthly and quarterly BA returns
* Ensure timeous and accurate completion of all applicable returns
* Reconcile and validate financial information compiled against performance reports prior to submission
* Streamline and enhance the BA reporting process
* Prepare variance analysis report for all major movements
* Compile commentary for graph discussions when required
* Facilitate approval of monthly BA099
* Facilitate query resolution on returns
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| prepare quarterly pillar III disclosures | * Compile key metrics, ratios and stratifications per Pillar III disclosure requirements
* Ensure that the Bank’s website is timeously updated with the requisite information
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| ensure the bank complies with the banks act, basel iii and all other relevant regulatory reporting frameworks | * Stay abreast of proposed amendments to applicable regulations
* Prepare an impact analysis of changes based on the Bank’s operating environment
* Drive testing and implementation of BA return changes on the Dix system
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| liaise with the bank supervision analyst on all regulatory related matters | * Respond to queries within timeframes stipulated
* Collaborate with other business units to provide an accurate and comprehensive response
* Ensure errors or issues are timeously closed out
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| provide required information to assurance providers (internal and external audit) | * Ensure that all requests for information pertaining to quarterly, interim and annual audits are timeously completed
* Maintain an audit file with relevant supporting documents on a proactive basis
* Ensure all audit findings are appropriately addressed
* Track and implement audit recommendations where applicable
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| policies, processes and procedures | * Ensure that relevant policies, processes and procedures are maintained on a continuous basis
* Provide Bank-wide training on amendments where necessary
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| **EXTERNAL RELATIONSHIPS** |
| **Stakeholder**  | **Nature and purpose of the working relationship** | **Frequency** |
| SARB (Prudential Authority) | Contact person for queries | Ongoing |
| Internal Auditors | Contact person during quarterly audits as per scope coverage | Quarterly |
| External Auditors | Key contact person during interim and year-end audit | Bi-annual, and ad-hoc where required |

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| **FORMAL QUALIFICATIONS** |
| Minimum qualifications | B. Comm (Banking)  |
| Certifications | None |
| Licences | None |
| Training courses | Banks Act, Basel III |
| FAIS compliant | No |

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| **EXPERIENCE** |
| Minimum three to five years’ experience in regulatory reporting per the Bank’s Act |

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| **KNOWLEDGE AND TECHNICAL COMPETENCIES** |
| **Competency** | **Level required by job** |
| Knowledge of Banking regulationsKnowledge of Basel IIIKnowledge of reporting systems (Banking/General Ledger/DIX)Report-writing skillsExcel skills | SolidSolidEssentialExcellentAdvanced |

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| **PERSONAL COMPETENCIES** |
| Good interpersonal and communication skillsMeticulous attention to detailAble to work under pressureDeadline-driven with good time management skillsPro-active in implementing recommendationsSolution drivenGood analytical skills |