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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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 regulations  Knowledge of Basel III  Knowledge of reporting systems (Banking/General Ledger/DIX)  Report-writing skills  Excel skills | Solid  Solid  Essential  Excellent  Advanced |

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| **PERSONAL COMPETENCIES** |
| Good interpersonal and communication skills  Meticulous attention to detail  Able to work under pressure  Deadline-driven with good time management skills  Pro-active in implementing recommendations  Solution driven  Good analytical skills |