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# Example of Manager, Compliance Reporting Job Description

Our company is looking for a manager, compliance reporting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager, compliance reporting

* UK tax reporting for UK-resident partnerships
* Overseeing preparation and timely delivery of quarterly financial-statement provisions for fund entities and management company
* Responding to investor and internal stakeholder requests
* Responding to government notices and audit requests
* Oversee the preparation and distribution of all quarterly compliance reporting to the platform and function operating committees
* Ensure that key metrics are incorporated into reporting processes, with appropriate key messages being highlighted including the completion of appropriate data analyses
* Track and report on examinations underway with assigned businesses and follow due dates for completion of action plans set to address compliance matters for assigned businesses
* Lead the coordination and compilation of the quarterly assurance process to Finance
* Manage the provision of analysis of regulatory compliance information for regulators, internal and external auditors
* Manage the Global Compliance Center of Governance Operational Risk Management reporting responsibilities

## Qualifications for manager, compliance reporting

* Compile, collect, consolidate and produce all Responsible Banking and Fair Lending Risk Assessments in conjunction with subject matter experts and the business unit compliance teams
* Provide regular reporting on BOW’s progress in lending to underserved communities throughout BOW’s footprint using Centrax, Fair Lending Magic, Lending Patterns or other commercially available fair lending software
* Report on completion rates for the bank’s annual Responsible Banking and Fair Lending Activity Plan
* Make recommendations to improve or streamline current practices to improve reporting analysis and commentary or data quality, timeliness and accuracy
* Ideally the candidate will have knowledge of the GWM business and products
* Development of complex analysis, reports and metrics for optimal presentation to Global Compliance and Firm wide executives