



Example of Regulatory Reporting Manager Job Description

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Our company is growing rapidly and is hiring for a regulatory reporting manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for regulatory reporting manager

- Liaise with internal and external auditors, regulators and compliance
- Actively participate in the implementation of new regulatory requirements including annual housekeeping changes as stipulated by the regulators
- Identify process improvement opportunities and coordinate implementation and testing once approved
- Document existing process and controls and ensures that the changes are updated and reviewed with Senior Manager
- Works with FSS – RS to extract meaningful information for reconciliation and reporting purposes to develop longer-term solutions for on going issues with current reporting
- Ensure the business regulatory requirements are completed within the set timescales, ensuring deadlines are met
- Management of the daily, weekly and monthly reports are accurate and identify in discrepancies to mitigate any risks
- Supervision of 6 staff members, managing day to day work load and development
- Communicate closely with the business to be able to explain complex situations in a technical capacity
- Client & Regulatory Reporting project-manager of the EMEA Branches Operations-Investor Services Business in Germany and Switzerland

- Good knowledge of database structure and data mining - MS Access experience is a plus
- Understanding of Wholesale Banking/Capital Markets businesses, products and associated balance sheet, P&L and capital reporting
- General understanding of AML suspicious activity transaction monitoring systems, data mining/analytical tools
- Strong communication skills - Role will require the ability to create and communicate requirements and status to technical and executive stakeholders Strong Analytical ability - previous
- Strong understanding of the Bank's products and services its subsidiary business units
- Team player with ability to lead, be a self starter with ability to work under minimal supervision