



# Example of Regulatory Reporting Manager Job Description

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Our innovative and growing company is hiring for a regulatory reporting manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for regulatory reporting manager

- Planning, assisting with build work & coordinating testing of new fixed income trade reporting, transaction reporting, quality of execution and investor protection reporting to meet new Markets in Financial Instruments Regulatory (MiFIR) and Securities Financing Transaction Reporting (SFTR) requirements
- Assist in the timely, accurate and complete preparation of financial reporting
- Leads the recommendation, design and implementation of internal control procedures that ensure proper recording of financial positions and prevents material errors in accounting records
- Prepare and maintain current, accurate, and detailed standalone desktop procedures in a standard that meets the regulatory standard
- Manage and provide guidance to staff / Reg
- Provide formal and informal coaching and developing of team members' skills including
- Support to project resources in phases or work streams within projects as assigned including project plan development, coordination of project deliverables, testing, and implementation
- Assist the program management team for reporting on the execution of complex, cross-functional implementations or integrations including issue management, escalation, management communications, KPI tracking and reporting

- Assist in tracking of resolution of complex business or project issues, support management communication, and tracking

## **Qualifications for regulatory reporting manager**

- Strong understanding of IFRS and US GAAP
- Intermediate to advanced Microsoft Excel skills and knowledge of Hyperion and/or Cognos
- Interpretation and implementation of Regulatory Reporting guidelines for HNAH, ensuring that reporting complies with pertinent US GAAP
- At least 2 years auditing regulatory reporting
- Perform the impact analysis and business analysis of all requirement raised and provide the Functional design
- Work with different upstream and downstream team to deliver the change