

JOB DESCRIPTION

Job Title	Senior Regulatory Reporting & Treasury Manager
Reporting Line	Finance Director
Department	Finance
Member of	Middle Management Team
Management of	Two Finance Professionals
Location	Head Office – Harpenden

PURPOSE

As a key member of the Finance Team, the role focusses specifically on the regulatory reporting and treasury operations of the Society. It is responsible for and oversees the recording, controlling and reporting of all treasury operations and the Regulatory Reporting function. As part of the Finance leadership team, the role assists the Society to deliver against its growth strategy and the Corporate Plan.

RESPONSIBILITIES

- Oversight of regulatory reporting and industry body returns
- Lead the development of regulatory reporting to take advantage of digitisation to reduce reliance on spreadsheets
- To lead the preparation of the Internal Liquidity Adequacy Assessment Process (ILAAP) Statement and Recovery Plan for the Society, in collaboration with the Treasury Analyst, Senior Management Accountant and Risk Team
- Oversee the treasury operations of the Society
- Following Bank of England approval, to oversee the Society's access and utilisation of mortgage prepositioning and both current and future liquidity insurance schemes. Ensuring that access to funds is timely and supports the Society's ability to improve its margin management
- Monitoring of financial and treasury related limits and thresholds set both by the regulatory body and internally
- Production of relevant financial information for board and its committee

REQUIRED KNOWLEDGE & SKILLS

- A qualified Accountant (ACA/CIMA/ACCA/equivalent) with significant post qualification experience
- Experience operating within a retail banking environment
- Experience of direct responsibility for regulatory reporting or significant exposure to completing the returns
- Strong analytical skills, an 'eye for the detail' and self-motivation
- The ability to demonstrate leadership through their actions, who encourages and supports the team to develop and is a self-starter who takes ownership for the successful deliver of projects and initiatives
- Experience of managing and leading teams

- Whilst not essential, experience operating within a Building Society would be advantageous. As would exposure to the “front and/or back office” treasury functions

Regulatory Requirements

- **Senior Manager Functions (PRA rule: SMF, FCA SUP Rule 10C):**
Nil
- **Prescribed Responsibilities (PRA Rule: allocation of responsibilities):**
Nil
- **Business Activities**
Nil
- **Policy Ownership**
Nil
- **Procedural Responsibility**
Nil

Agreement

Employee Signature: _____ Date: _____

This job description describes the principle purposes and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment. The Society reserves the right to vary or amend the duties and responsibilities at any time according to the needs of the business.