|  |
| --- |
|  |

A close up of a logo

Description automatically generated

|  |  |
| --- | --- |
| **Position title** | **Senior Manager Regulatory Reporting** |
| **Division** | Finance |
| **Department** | Financial Controller |
| **Direct Reports** | Yes |

|  |
| --- |
| **Our culture and values** |
| We have a clear strategy and important work in place to become Australia's bank of choice.  Our values of **teamwork**, **integrity**, **performance**, **engagement**, **leadership** and **passion** are at the core of who we are and form the expectation of the behaviours we adopt every day.  We strive to have a culture that drives balanced outcomes; is open and informed for disciplined execution; that celebrates and recognises success; and where the sum is greater than its parts. To achieve this, we focus on four critical behaviours: **act commercially**; **move fast to help customers achieve their goals**; **recognise people for their impact**; and **actively challenge the status quo**.  Together, we’re creating a culture we can continue to be proud of; one that will help us reach new heights. |

|  |
| --- |
| **ROLE PROFILE** |

|  |
| --- |
| **Your division, your team** |
| Finance provides financial management, financial information, and financial solutions.  We support the Group by:  • Reporting on and contributing to the Group’s financial performance.  • Delivering analysis, insights, and advice.  • Providing corporate property and sourcing solutions; and  • Managing risks and compliance.  Financial Control provides strategic and specialised financial services to the Group through the following teams: Finance Operations, Finance Support, Statutory Reporting, Regulatory Reporting and Program Management. |

|  |
| --- |
| **The purpose of your role** |
| The Senior Manager, Regulatory Reporting is responsible for:   1. The provision of high quality, accurate and timely information including the review and lodgement of all regulatory and capital returns 2. Ensure any changes to regulatory standards are implemented in a timely manner 3. Identify process improvements and opportunities; and 4. Provide direction and leadership across the team.   The Regulatory Reporting team is responsible for the oversight and production of the Group’s regulatory reporting obligations (including capital reporting). The team plays a critical role with the external regulator and other industry forums. |

|  |
| --- |
| **Your core relationships** |
| Key Relationships:   * Group Finance divisions * Other departments including Credit Risk, Portfolio reporting, Technology – Finance Squad and data enablement * APRA * Wolters Kluwer (Regulatory reporting technology solution). |

|  |
| --- |
|  |

A close up of a logo

Description automatically generated

|  |  |
| --- | --- |
| **What you’re accountable for** | |
| **Regulatory Reporting** | * Design and develop the Regulatory Reporting Framework for the Group which ensures compliance to all prudential standards is met. * Review and ensuring high quality information, which is accurate and timely * Establish processes which ensure all data is captured and information reported in returns reconciles to the general ledger and other source systems * Ensure queries arising from the regulator are responded to in a timely manner |
| **Compliance** | * Play lead role for regulatory reporting changes impacting the team * Lead (where appropriate) any project that needs to be established to meet any required change * Ensure changes are clearly documented and process and procedures updated |
| **Business Process and Improvement** | * Lead aspects of change, and act as a champion for business process change * Leverage opportunities to expand the use of the regulatory reporting system and associated |
| **Leadership** | * Preparation, coordination and monitoring of team deliverables. * Develop and lead the team through relevant guidance and coaching deliver team and business goals. * Provide employees timely and genuine feedback to drive performance and development, leveraging quarterly check-ins to record and monitor progress. |
| **Risk** | * All personal mandatory risk training is completed within 6 months of the due date. * Ensure work practices are conducted in accordance with all Bank risk management and compliance requirements as specified in Bank policy, corporate and business unit procedures. * Report any concerns, loss events or incidents of non-compliance to your BURA/Line Manager. * Compliance with all Bank policies. |

|  |  |
| --- | --- |
| **Your knowledge, skills and experience** | |
| **Knowledge & skills** | * A high level of problem solving, and logical thinking required * Ability to lead, manage and motive a team * Highly developed time management skills, including the ability to prioritise work and meet deadlines * Thorough knowledge of the Bank’s policies and procedures pertinent to the role * Effective two-way communicator, keeping others informed whilst asking questions to understand overall business unit needs * Highly accurate and diligent work ethic with a constant attention to detail * Strong knowledge Excel and other Microsoft applications * Ability to identify and resolve ad-hoc financial issues. * Practical and hands-on approach. * Willingness to learn and develop * Display positive team attitude and willingness to assist wherever required within department / company. * Must be adaptable and well organised. |
| **Relevant experience** | * Demonstrated experience/detailed understanding of regulatory and/or compliance reporting. * Previous experience leading projects * Demonstrated Leadership skills and capabilities |

|  |
| --- |
| **Your qualifications and certifications** |
| Professional accounting qualifications with a minimum of 2 years post-qualification experience in financial management gained within the financial services sector is preferred. |

|  |
| --- |
| **Risk responsibility** |
| Ensure all work practices are conducted in accordance with all Bank compliance requirements, as specified in Bank policy, corporate and business unit procedures and identify and report instances of non-compliance to appropriately. |

|  |
| --- |
| **CAPABILITY PROFILE** |

A close up of a logo

Description automatically generated

|  |  |
| --- | --- |
| **Key people capabilities** | |
| **Partnering** | **Execution** |
| **Grow Others** | **Future Ready** |

|  |  |  |  |
| --- | --- | --- | --- |
| **People capability profile** | | | |
| **Relationships** | **Results Focus** | **Grow Self** | **Role Expertise** |
| Builds and maintains productive relationships with trust and integrity. Works collaboratively and is open to the perspectives of others. | Sets and manages relevant goals. Is mindful of and responds to the business environment. Asks for help and reviews for learning. | Grows knowledge, is curious and proactively applies learning. Builds resilience and is mindful of impact on others. | Maintains role-specific standards and applies knowledge, skills and experience on-the-job. |
|  |  |  |  |
| **Communication** | **Execution** | **Grow Others** | **Customer Focus** |
| Effectively expresses thoughts, ideas and information. Actively listens and adapts communication style. Engages, influences and connects to our purpose to tell our story. | Makes well-considered decisions, plans and delivers quality outcomes. Problem solves and acts with integrity. Holds self and others accountable. | Develops others by sharing feedback, recognising and celebrating outcomes. Connects with others to guide, empower and inspire. | Identifies customer goals, makes relevant recommendations and takes appropriate timely action. Collaborates across the business to deliver best outcomes for the customer. |
|  |  |  |  |
| **Partnering** | **Innovation** | **Future Ready** | **Commerciality** |
| Acts with intent to build sustainable partnerships with customers, community and stakeholders to deliver shared value and achieve business outcomes. | Constructively challenges the status quo and offers alternatives. Seeks to improve ways of working and is open to new ideas and experiences. | Exchanges and respectfully challenges perspectives and approaches. Anticipates, embraces and promotes change to achieve our vision for today and tomorrow. | Applies understanding of finance, risk, people and customer for decision-making to deliver business sustainability. Takes appropriate risks and acts in the best interest of the Bank. |
|  |  |  |  |