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| **Position title** | **Analyst Regulatory Reporting** |
| **Division** | Finance |
| **Department** | Financial Control |
| **Direct Reports** | No |

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| **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. |

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| **ROLE PROFILE** |

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| **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, Statutory Reporting, Program Management, Regulatory Reporting, Group Treasury Settlements, Revenue Share and Commissions, Group Reconciliations and Accounts Payable/ Receivable.  The Regulatory Reporting function ensures the organisation meets its compliance obligations through the delivery of accurate and timely reporting to regulators. |

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| **The purpose of your role** |
| The Analyst Regulatory Reporting is responsible for preparing, reviewing and lodging the Regulatory Reporting requirements of the Group and ensuring that this is completed in a timely and accurate manner.  The primary responsibilities of the Analyst Regulatory Reporting include:   * Preparing, reviewing, and analysing APRA/RBA/ABS returns to ensure the production of timely and accurate reports, * Monthly, quarterly, semi-annual, and annual lodgement of all regulatory returns, * Liaising with Regulators, and * Working with other internal stakeholders to ensure all APRA obligations are met.   **In addition, the Analyst Regulatory Reporting will be responsible for supporting the Regulatory Reporting team to identify, define, document, and manage data assets. This includes:**   * **Critical Data Element (CDE) Identification** * **CDE documentation** * **Data flow documentation** * **Profiling and analysis of business data** |

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| **Your core relationships** |
| Key Relationships:   * Various internal departments, including data providers that aggregate and provision data for the Regulatory Reporting team and data custodians that are responsible for the production of data * Data workstream and wider program * Regulators and other agencies * Wolters Kluwer (external vendor providing the Regulatory Reporting technology solution) |

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| **What you’re accountable for** | |
| **Regulatory Reporting** | * Assist with the development and implementation of the Regulatory Reporting Framework (which includes policy, standard, and responsibilities) for the Group which ensures compliance to all prudential standards. * Preparation, review and analysis of the Regulatory Returns of the Group. * **Assist the Data stream with:** * **the identification and definition of critical data elements in line with Standards and Guidelines under the Data Governance Framework.** * **undertaking a detailed analysis of critical data documentation of business and technical data flows.** * **Ensure all data is captured and information reported in returns reconcile to the general ledger and source systems and identify opportunities to reduce and remediate data quality issues.** * Ensure all returns are lodged with the Regulator in accordance with due dates. * Provide answers to Regulators on any queries. * Assist with any ad-hoc reporting requirements. |
| **Compliance** | * Keep abreast of any Regulatory reporting changes. * Make recommendations as to the impacts to the Group of any reporting changes. * Implement required reporting changes in a timely manner ensuring stakeholder engagement and approval. * Establish processes and procedures that help achieve the Group Regulatory requirements through the design, development and execution of solutions. * Avoidance of risk events and continuous improvement aimed at reducing operational risk. |
| **Risk** | * Proactive management and resolution of issues. * Ensure all personal mandatory risk training is completed by the due date. * Ensure all personal leave balances adhere to the Leave Policy. * Ensure all Regulatory Reporting activities are performed in adherence to relevant Group policies. * Audit preparation and assisting with audit reviews and processes. * Ensure risk events are communicated to the relevant stakeholders and recorded through the CURA system in a timely manner. |
| **Business Process and Improvement** | * Review existing process for the completion of APRA returns and develop enhancements and automation. * Identification and rectification of problematic processes. * Uplift Regulatory Reporting data governance and controls environment. * Identify data quality and data warehouse issues and direct to the appropriate area, assisting with resolutions where required. |
| **Relationship Management** | * Develop and maintain relationships with key stakeholders. * Continue to proactively service all stakeholders both Internal and External. |

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| **Your knowledge, skills and experience** | |
| **Knowledge & skills** | * Ability to interpret data from a variety of sources to ensure compliance with Regulatory requirements. * Strong knowledge of General Ledger structures, source system information and use of Excel and other Microsoft applications, including SQL Server Management Studio & Power BI. * Strong knowledge in using OneSumX regulatory reporting system. * A good understanding of financial markets and banking transactions. * Sound knowledge of Regulatory requirements. * Good communication skills (written and verbal) and ability to liaise internally with all levels and a variety of departments (technical and non-technical). * Strong attention to detail, while retaining the ability to quickly understand and dissect complexity whilst maintaining sight of overarching business objectives and priorities. * Competent planning and coordination abilities demonstrated by the ability to work autonomously and effectively prioritise and manage assigned work to meet delivery goals. * Ability to adapt to changing circumstances. * Able to take initiative and apply good judgement. * Demonstrated problem solving and critical thinking while working under pressure. * Ability to work collaboratively and inclusively in any sized setting, with people of diverse cultures and backgrounds. |
| **Relevant experience** | * Experience in a Senior Technical Business Analyst or Senior Data Engineer role. * Experience of data warehousing concepts and techniques, querying relational databases and business intelligence tools. * Experience in using or configuring Business Intelligence reporting tools such as Oracle (OBIEE), and Power BI. * Experience in using or configuring Data Governance tools like Alex, Collibra etc. * Advanced PC skills (Visio, Microsoft Word, Excel, PowerPoint). * Understanding of agile principles, values and practices. * Experience with Cloud based technologies desirable. * Experience in APRA regulatory reporting will be highly regarded. * Experience in using OneSumX will be highly regarded. |

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| **Your qualifications and certifications** |
| Tertiary qualifications in a related discipline. |

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| **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. |

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| **CAPABILITY PROFILE** |

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| **Key people capabilities** | |
| **Results Focus** | **Role Expertise** |
| **Execution** | **Communication** |

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| **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. |
| **Intermediate** | **Intermediate** | **Intermediate** | **Intermediate** |
| **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. |
| **Intermediate** | **Intermediate** | **Intermediate** | **Intermediate** |
| **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. |
| **Intermediate** | **Intermediate** | **Intermediate** | **Intermediate** |

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| **Role motivators** | |
| **Achievement** | Gaining a sense of achievement, closure; seeing something through to completion; working towards attainable goals. |
| **Pressure** | Working under time pressure and demanding deadlines. |
| **Expertise** | Being recognised for specialist knowledge; providing specialist advice. |