

Functional Title:	Regulatory Reporting Junior Analyst
Corporate Title:	Graduate Trainee
Division:	Finance and Regulatory
Department:	Regulatory
Hours of work:	8am-5pm or 9am-6pm (with one hour for lunch)
Duration:	18 month training contract (6 months' probation)
Job Code	FIN018

What is the Regulatory Reporting team within the Finance & Regulatory Division?	<ul style="list-style-type: none"> ❑ The Regulatory Department is responsible for regulatory reporting to both internal and external stakeholders. The Regulatory Reporting team is responsible for prudential regulatory compliance and submission of reports to the UK regulator (FCA), the German regulator (BaFin) and the Japanese regulator (JSFA) and the Bank of Japan (BOJ). ❑ The Regulatory Department's other responsibilities include ensuring that the Company adheres to the General Prudential Source Book and the BIPRU. In particular, ensuring that the Company has sufficient Regulatory Capital to conduct both its existing business and new business developments. ❑ The team assists the business by providing information on the use of capital, capital adequacy, and capital projections by providing technical input on Regulatory and Risk capital accounting.
Primary responsibility: <i>(Overall purpose of job)</i>	<ul style="list-style-type: none"> ❑ Prudential Reporting for the FCA in UK, BaFin in Germany and JFSA and BOJ in Japan. ❑ Internal Funding, Liquidity and Capital reporting for senior management and other interested parties ❑ Ensuring accurate and complete data underpinning our regulatory calculations and submissions. This will be done through maintenance of robust controls and reconciliations. ❑ Ad-hoc projects and testing around regulatory change and enhancements.
Principal duties:	<ul style="list-style-type: none"> ❑ Daily Reporting Responsibilities: <ul style="list-style-type: none"> • Capital Calculations for DCME and its subsidiaries • Funding & Liquidity Reporting for DCME and its subsidiaries • Capital Reporting for the Group • Liquidity Reporting for the Group ❑ Monthly Responsibilities: <ul style="list-style-type: none"> • Assist in the preparation of the monthly packs for the DCME Committees

	<ul style="list-style-type: none"> • Perform reconciliations with support of team to ensure Regulatory Data is accurate and complete. • Support Tokyo Head office on Capital and Liquidity investigations and adjustments. <p>❑ Quarterly Responsibilities:</p> <ul style="list-style-type: none"> • Assist in the coordination of the FCA/BaFin COREP process • Contribute to the preparation of the COREP returns • Prepare the Asset Encumbrance return <p>❑ Annual and ad-hoc responsibilities:</p> <ul style="list-style-type: none"> • Assist the Regulatory Governance Team • Capital and Liquidity Stress Testing • The preparation of the key Regulatory Documents <p>❑ Assisting the Regulatory Projects Team in:</p> <ul style="list-style-type: none"> • Implementing new regulation and reporting requirements • Change for Tokyo requirements • Systems enhancements and efficiencies • Testing all changes <p>❑ Additionally, the analyst will be required to support tasks such as:</p> <ul style="list-style-type: none"> • Working closely with Quality Assurance to implement their recommendations • Strive for continuous improvement to strengthen the team's processes and controls
Skills and Experiences:	<p>❑ Financial analysis skills (advantageous but not essential)</p> <p>❑ Very strong competency with Microsoft Excel, Access</p> <p>❑ Analytical and logical with raw intellectual ability</p> <p>❑ Good time management</p> <p>❑ Self-confidence and creativity</p> <p>❑ An articulate communicator who recognises the importance of listening and delivering well written material</p> <p>❑ Accountability and ability to work under pressure</p> <p>❑ Ability to complete work to a high standard</p> <p>❑ A collaborative team member</p> <p>❑ Ambitious and hard working</p> <p>❑ Ability to work independently</p> <p>❑ Personal and professional integrity</p>
Qualifications:	<p>❑ Degree: Economics, Finance, Law, Accounting, Numerate degree</p> <p>❑ Grade: Minimum 2:1</p>
Career Path	<p>❑ Upon successful completion of the Graduate scheme, there is a permanent role available within the Regulatory Reporting team.</p>

	<ul style="list-style-type: none">❑ Training will be provided on the job and through various portals. It is expected that the candidate will follow a path which leads them to become a Reporting analyst.❑ Successful candidates will be supported to study for a relevant professional qualification in Finance for which you will receive additional technical skills training.
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