



# Manager, Regulatory Reporting

## Role Summary

The role sits within the Finance department and is responsible for all statutory reporting for the bank. This includes preparation of the Bank of Botswana returns and the bank's taxes. The role requires a good knowledge of Botswana tax environment.

## Responsibilities

### Strategy:

- Awareness of the Bank Strategy which is based on performance orientation and innovative culture emphasizing conduct and sustainability.

### Business:

- Provide insights for improved business decision making through regular and accurate financial analysis and reporting of SCB Botswana business performance.

### Processes:

- Prompt delivery of regulatory/management reports for Head of Reporting, FC and CFO's approvals.
- Timely submission of local regulatory returns.
- Provide reports required for regulatory examination exercises
- Liaison with Regulatory agencies
- Regulatory Reporting
- Ensure accuracy, correctness and reliability of all returns submitted to regulators
- Ensure all regulatory reports are submitted when due.
- Preparation of all local regulatory returns required by Finance Department
- Under the supervision of the Head, Financial & Management Reporting, respond to and resolve all Local Regulatory Reporting issues
- Provide other reports/returns required by BoB / NBFIRA / BSE and other non-tax regulators
- Implement changes to regulatory reports in line with regulatory requirements
- Computation of various regulatory ratios
- Computation of Capital Adequacy ratios and RIVAC

## Regulatory Examinations and Audits

- Provide the necessary schedules and information required by the following parties in relation to the examination of the Bank's books of accounts:

- BoB / NBFIRA on routine and spot examinations
- BSE routine and spot examination
- Local Regulatory Reporting
- Produce other reports and analysis as may be required from time to time

## Taxation

- Support the Financial Controller in the administration and management of an effective tax system
- Manage compliance with the local corporate, income and other tax regimes (e.g. Withholding tax, Corporate tax, VAT) and minimise the burden of taxation on the Group.
- Manage the bank's tax affairs effectively, keeping abreast of the latest developments.

## People & Talent:

- Display appropriate tone and expectations from my team and work in collaboration with risk and control partners.

## Governance:

- Awareness and understanding of the regulatory framework, in which the Group operates, and the regulatory requirements and expectations relevant to the role.

## Regulatory & Business Conduct:

- Display exemplary conduct and live by the Group's Values and Code of Conduct.
- Take personal responsibility for embedding the highest standards of ethics, including regulatory and business conduct, across Standard Chartered Bank. This includes understanding and ensuring compliance with, in letter and spirit, all applicable laws, regulations, guidelines and the Group Code of Conduct.
- Lead the Finance Team to achieve the outcomes set out in the Bank's Conduct Principles
- Effectively and collaboratively identify, escalate, mitigate and resolve risk, conduct and compliance matters

## Key stakeholders

### Internal

- GFS - Chennai
- Hub Relationship Manager
- Head, GM Operations (Spoke)
- Head, Trade Operations Business Finance

## External

- Bank of Botswana (BoB)
- Non -Bank Financial Regulatory Authority (NBFIRA)
- Botswana Stock Exchange

## Other Responsibilities:

- Embed Here for good and Group's brand and values in the Finance Team
- Perform other responsibilities assigned under Group, Country, Business or Functional policies and procedures
- Complete mandatory H&S learning; behave responsibly in compliance with this policy;
- Follow instructions as defined in H&S standard and comply with applicable legal requirements
- Report work related accidents, incidents, ill health and unsafe workplace conditions
- Cooperate in assessment and mitigation of H&S risks and investigation of accidents and incidents

## Our Ideal Candidate:

- First degree in any discipline plus professional qualifications in accounting e.g. ACCA, CIMA, BICA with at least five years work experience in Financial and Management reporting experience of a financial institution.
- Good working knowledge of Local Regulatory requirements supplemented by all round Banking experience.
- Working knowledge of Banking systems is essential for the extraction and processing of data from the system.
- Understanding of the GL accounts is essential in assessing whether the trend of an account is irregular and requires immediate management attention.
- Good communication and interpersonal skills are essential in dealings with both internal and external customers.
- Ability to work in a busy and strenuous environment for long hours in order to meet set deadlines.
- High level of computer literacy is required for processing data in various packages
- An eye for detail and accuracy with a strong analytical skills and capability.

Interested candidates who believe they have what it takes are advised to apply on -line to the following address: [www.sc.com](http://www.sc.com) >click careers> click work with us> click search our jobs no later than **14th October 2023**. ONLY SHORTLISTED CANDIDATES WILL BE RESPONDED TO.