

Position:	Treasury Officer
Function:	Office of Institutional Finance
Reports to:	Senior Treasury Specialist
Level:	IS2

Position Objective *(Summary of placement in the function and broad responsibilities)*

The Treasury Officer supports the Treasury Manager in monitoring Fund liquidity in accordance with the Funding Risk Policy and Risk Management Framework as approved by the Board. He/she will analyse liquidity and hedging solutions for the Fund's assets.

Duties and Responsibilities *(Functional statements defining the responsibilities and objectives)*

Purpose	<ul style="list-style-type: none"> • Apply conceptual models and policy frameworks surrounding cash management, liquidity management, foreign exchange, risk management and regulatory compliance • Support the Treasury Manager on business continuity planning and financial planning and analysis • Assist in preparation of investment and financial reports concerning treasury aspects
Engagement	<ul style="list-style-type: none"> • Coordinate with other units and divisions to ensure accuracy of accounting records and comply with standard regulations • Maintain effective liaison and communication with internal and external stakeholders on various related transactions
Delivery	<ul style="list-style-type: none"> • Record the purchase and redemption of investment instruments • Prepare journal entries for all bank transactions and reconciliation of all accounts • Support the Treasury Manager in developing procedures and system documentation including annual procedures review for cash management activities • Perform other functions as may be assigned

Requirements *(Education, experience, technical competencies required of the job)*

- Master's Degree in Accounting, Economics, Business Administration, Public Administration or a relevant field of study. A Bachelor's Degree with an additional 2 years of relevant work experience may be accepted in lieu of the Master's Degree requirement
- At least 4 years of experience in treasury, accounting and financial analysis with strong knowledge of financial instruments, credit facilities, forecasting, financial modelling and budgeting best practices
- CPA, CTP, ACCA, CA, CIMA qualification preferred
- Organized, fast paced, process oriented and flexible – willingness to assume multiple roles and tasks to meet changing business needs



- Strong interpersonal skills with the ability to build strong working relationships and communicate with colleagues at all levels across the organization
- Excellent written and oral communication skills in English are essential
- Proficient in office applications, financial systems and presentation tools