

## JOB DESCRIPTION

<b>Position Title:</b> Treasury Analyst (Financial Planning Modelling) (JPO)	<b>Contract type:</b> Fixed-term appointment (Junior Professional Officer)
<b>Grade:</b> P2	<b>Duty Station:</b> Rome HQ
<b>Department:</b> Financial Operations Department (FOD)	<b>Division/Unit:</b> Treasury Division (TRE)
<b>Duration of Assignment:</b> 2-year assignment (renewable up to 3 years subject to satisfactory performance, recommendation by respective office and partner country agreement). Extension for a third year, possibly in a different duty station, will depend on availability of financial resources and the candidate's performance.	<b>Effective Date:</b> As soon as possible

### 1. Organisational Context

The International Fund for Agricultural Development (IFAD) is an international financial institution and a specialized United Nations agency dedicated to eradicating rural poverty and hunger, by investing in rural people. IFAD finances programmes and projects that increase agricultural productivity and raise rural incomes, and advocates at the local, national and international level for policies that contribute to rural transformation.

The Financial Operations Department (FOD) is a dynamic financial, strategic and responsive business partner and service provider fully supporting IFAD in developing its financial strategy and managing its financial, investments and material resources. FOD ensures that these resources are efficiently, economically and effectively used to achieve IFAD's objectives in the long-term and deliver on its development commitments. The Financial Operations Department is composed of the following three divisions: (a) Financial Controller's Division (FCD), (b) Financial Management Services Division (FMD) and (c) Treasury Services Division (TRE).

The Treasury Services Division (TRE) mandate is to safeguard IFAD's resources through liquidity planning, borrowing, management of investments and cash operations with the aim to preserve capital and maximize returns within the provisions of IFAD's Financial Regulations; formulate and implement investment and cash operations strategies and policies; ensure prompt availability of cash for IFAD operations through prudent liquidity and borrowing planning; oversee the integrity of the Fund's daily investment and cash operations in line with corporate risk management standards and manage the investments and cash of extra budgetary funds, hosted entities and trust funds; as well as manage IFAD's borrowing programme.

## **2. Supervision**

Direct supervisor: Senior Treasury Officer

The Treasury Analyst works under the supervision of the Senior Treasury Officer and the oversight of TRE Director.

## **3. Purpose of Position**

The JPO will be responsible for working in the Treasury division (TRE), with the Financial Planning Modelling and Middle-Office team (FPM). As the volume of work in FOD is growing, the JPO will assist the team in different areas of work, including definition and implementation of new financial strategies, liquidity policy, ALM policy, capital adequacy and other risk management policies, in the context of newly assigned credit ratings.

Summary of key functions:

- Contribute to the development of IFAD financial strategy.
- Support TRE to develop new resource management strategies.
- Draft new policies as required.
- Support the development of financial models, the definition of scenarios and financial projections.
- Support its application to the IFAD financial structure.
- Collaborate with the Investment Management and Risk Management teams to implement changes in reporting to various internal and external stakeholders.

## **4. Duties and Responsibilities**

- Support in the analytical work for the implementation of a new IFAD financial model, updated investment portfolio reporting, ALM analysis, model and reporting, involving data extraction, manipulation, cleaning and inclusion in relevant systems.
- Engage with the middle-office and modelling officers for the implementation of specific ALM criteria and limits, new liquidity policy criteria and metrics, new Risk Management requirements and their ongoing monitoring.
- Support in the development of new functionalities of the financial model and Treasury system to upgrade it to the needs of the changing financial architecture of IFAD.
- Support the development of integrated system in middle-office and the migration from current in-house built data base to a Bloomberg-based system for middle-office, including risk reporting on investment portfolio.
- Produce related material and reporting in the implementation of the tasks above.
- The JPO may be requested to partake in additional ad hoc projects.

## **5. Qualifications and Skills Required**

### **Education and experience**

- Advanced university degree from an accredited institution in the field of economics, finance or

related field. An advanced university degree may be substituted by a first university degree (Bachelor or equivalent) plus at least four additional years of relevant professional experience, over and above the minimum number of years of experience.

- Degree must be an accredited institution listed on <https://www.whed.net/home.php>
- At least two years of relevant experience in the financial sector, preferably in treasury activities and within international organizations.
- The JPO must be able to work independently and under pressure to meet strict deadlines. They are also expected to have good organizational skills, as well as commitment to personal performance and self-development. Furthermore, they should have strong action management skills (initiative), experience in negotiation, and decision-making.

### **Languages**

Excellent written and verbal communication skills in English. Working knowledge of another official language (French, or Spanish) is desirable.

### **Organizational competencies**

- Strategic thinking and organizational development: Personal influence
- Demonstrating Leadership: Personal leadership and attitude to change
- Learning, sharing knowledge and innovating: Continuously seeks to learn, shares knowledge and innovates
- Focusing on clients: Focuses on clients
- Problem solving and decision making: Demonstrates sound problem solving and decision making ability
- Managing time, resources and information: Manages own time, information and resources effectively
- Team Work: Contributes effectively to the team
- Communicating and negotiating: Communicates effectively: creates understanding between self and others
- Building relationships and partnerships: Builds and maintains effective working relationships

### **Learning components**

- The JPO assigned to Treasury / FPM will obtain access to internal and external training opportunities in addition of on-the-job training in order to enhance skills both of organisational and technical nature.
- IFAD Treasury has access to training opportunities of the RAMP program with the World Bank, a number of courses mainly centred on investment management techniques, portfolio and risk management and reporting. In addition, *ad hoc* external courses can be accessed within a training plan normally agreed with the unit head (in this case FPM) at the beginning of each year. These courses can span from enhancement of specific technical areas (such as data management, data base construction and management, programming, cash flow modelling, risk management metrics, derivatives), and other competencies (such as leadership, time-management, and presentation skills).
- Overall training plans are shaped in order to support the progression of the work experience of

the JPO, his/her professional development over the 3-year contractual term in line with the skills and competencies required by the position within the unit.