



Example of Assistant Treasurer Job Description

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Our company is looking to fill the role of assistant treasurer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for assistant treasurer

- Ensure Treasury operations are efficient, subject to adequate segregation of duty and well documented
- Have significant experience in corporate treasury environments
- Be a strong people manager and team player
- Hold relevant financial professional qualifications with ACT membership preferable
- Be responsible for global cash forecasting to ensure adequate liquidity and identify liquidity trends in the U.S. and overseas operations
- Coordinate with the Financial Planning & Analysis group to further develop and maintain an accurate cash flow forecast
- Assist the Global Treasurer in overseeing the company's U.K
- Assist in managing all debt, including covenant compliance, payment of interest, principal amortization, principal pre-payments, funding resets, loan assignments and tracking of investor holdings
- Arrange credit as needed, including letters of credit, overdrafts, FX trading limits and bank guarantees
- Participate in rating agencies' projects and undertake financial ratio analysis

Qualifications for assistant treasurer

- Proven substantial PA experience at Senior Level
- PowerPoint (at least intermediate knowledge)
- Courteous with a collaborative and tolerant working style, a pleasant personality and a good sense of humour

- Highly organised, pragmatic and reliable, with a high degree of accuracy through due attention to detail
- Flexible and mature outlook, adaptable to changing priorities and comfortable managing workload and deadline pressures that may involve some occasional late working