



# Example of Chief Investment Office & Treasury Job Description

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Our company is growing rapidly and is hiring for a chief investment office & treasury. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for chief investment office & treasury

- Coordinate with Portfolio Managers, MO, CFO and Technology on projects
- Assist with ad-hoc front-office projects as required, including cashflow and balance sheet analysis, systems implementation and regulatory projects
- Improve risk transparency, methodologies and reports by conducting deep-dives on various risks
- Monitor and ensure compliance with regulatory and internal limits related to balance sheet, liquidity and interest rate risk management, including collateral and reserve management
- Prior Benchmark Submission & Control experience is a plus
- Understand the key processes and functions performed by the business unit
- Drive audit activities including, audit planning, audit testing, workpaper documentation and review, control evaluation, issue identification, drafting of audit reports, and verification of action plan closure
- Evaluate, test and report on the adequacy and effectiveness of controls
- Effectively manage the Audit team, performing timely review of work performed and providing honest and constructive feedback
- Travel to overseas business locations as required, approximately 10%-15% should be anticipated

## Qualifications for chief investment office & treasury

- Strong control mindset and understanding of basic control environment
- Knowledge/ experience of US GAAP, liquidity reporting and/or US regulatory returns is an advantage
- Minimum 3 years experience in risk management or related areas
- A degree in Finance, Economics or related Quantitative discipline
- A high level of attention to detail, excellent organisational and time management skills and strong communication skills