



Example of Chief Investment Office & Treasury Job Description

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Our company is searching for experienced candidates for the position of chief investment office & treasury. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for chief investment office & treasury

- Lead execution of the audit plan for Treasury/CIO
- Provide supervisory oversight of daily P&L/Risk process and Regional/Global management reporting
- Provide oversight of daily system to system reconciliations
- Monitor Market Risk related controls- includes updating/monitoring of risk limits, report clean P&L for VaR back testing, various risk reporting
- Monitor Credit risk related controls and includes working in close partnership with Credit Risk & reporting teams, produce country risk reporting, monitoring and escalation of collateral valuation differences
- Contribute to New Business initiatives including active participation to on-board a new product & designing MO work flow, provide analysis/advice around booking strategies & operational procedures
- Actively run Strategic Re-engineering and global projects involving front/back end systems and closely partner across 3 regions
- Managing the end to end risk-weighted asset (RWA) and capital measurement processes across the firm, ensuring efficient and appropriate management of our capital, and managing the Firmwide Capital Stress Testing process
- Understand all transaction flows and controls pertinent to the disparate set of products in the TCIO portfolio
- Draft finance requirements for active initiatives and projects

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- Extensive audit or relevant business experience
 - Knowledge and preferably experience of Markets businesses, specifically within fixed income, ideally from an audit or risk perspective
 - Basic financial instrument product knowledge
 - Reconciliation experience a plus
 - Assist the team in the analysis of forecasting and stress scenario exercises on behalf of the TCIO business, across Treasury Funding (long and short term funding instruments), Investment Securities portfolio (fixed income products), and Funds Transfer Pricing
 - Help team to identify, understand and report underlying drivers and themes of financial results and variances