



Example of Treasurer Job Description

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Our company is growing rapidly and is hiring for a treasurer. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for treasurer

- Secures and maintains all banking and support systems (CashPro, Workbench, and Merchant Connect)
- Support the Treasury team in HK in their day to day tasks such as providing Money Market's prices to external and internal counterparts
- Facilitate the development of an improved interest rate risk modeling infrastructure by identifying, implementing, and testing asset/liability management analytical methods and tools
- Financial Governance - to participate actively in the ongoing review of Treasury Strategies, Policies, and Guidance, ensuring that these are communicated across the Group and fully implemented
- Treasury Facilities – to support the structuring, negotiation and management of the Group's core banking facilities to provide the Group with access to adequate capital and liquidity to deliver its strategic objectives
- Market Intelligence and Strategic Support – Develop and maintain strong relationships with a broad range of financial institutions and peer groups and key clients to provide access to financing and other facilities to support the Group's strategy for growth
- Partnerships - advise, negotiate and recommend financial structures and processes for joint venture and consortia agreements in compliance with the Group's financial governance
- Bank Mandates - manage the bank mandates across the Group ensuring compliance with the Group Bank Account Mandate Procedures, including electronic banking

- Run the day to day management of the Group's liquidity in accordance with borrowing requirements identified in the business plan

Qualifications for treasurer

- Strong financial modeling skills including sensitivity analyses
- Manage all the cash flow and banking of the Cash Centre within a branch
- Conduct effective management of Cash Flow processes
- Conduct Reconciliation for customers
- Prepare payroll orders for customers
- Perform end of day balancing procedure