TREASURER

Job Description:

**Treasurers** are generally responsible for company's liquidity, investments, and risk management related to the company's financial activities.  Their aim is to ensure the financial success of these companies by managing their money and financial risks. Corporate treasurers undertake a range of risk, strategic and general financial management activities that enable companies to maintain, improve, and maximize their financial position.

Job Responsibilities:

* assessing, reviewing and protecting company financial wellbeing
* ensuring cash flow is adequate
* handling daily cash balances and the money market
* ensuring that proposed projects are likely to be beneficial
* managing major projects such as company refinancing
* assessing the likely impact of problems such as late payments, limited cash flow etc
* making decisions about company funding options, insurance contracts and other financial issues
* carrying out risk management activities
* liaising with company investors, bankers and senior managers
* negotiating and evaluating overdrafts and loans with bankers
* maintaining records
* recruiting, training and supervising junior staff
* attending board meetings
* making company board presentations
* keeping up-to-date with developments within the profession/industry.
* Risk management (liquidity, interest rates, ventures etc.)
* Control over cash management procedures
* Plan and implement company’s investment activity and make best investment decisions
* Participate in planning and implementing financing strategies
* Build and maintain relationships with banks
* Budgeting and expenditure monitoring
* Prepare and present reports of financial situations and forecasts
* Maintain company financial confidentiality

Job Qualifications:

* Bachelors in Accounting, Finance, or related field
* Certification from the Association of Corporate Treasurers
* Experience in treasury

Opportunities in treasury are available for applicants without experience in which a treasurer or another experienced treasurer will be present to mentor.

Job Skills Required:

* Knowledge of financial procedures
* Familiarity with how the money markets operate
* Strong analytical skills
* Awareness of laws and regulations related to treasury
* Experience with MS Office and financial management software
* Knowledge and interest in monetary market, investment management and financing techniques