

Job Description for Manager Treasury

Job Title	Manager Treasury
Reports to	Head of Finance
Supervises to	Executive Finance Section
Definition	→ Manager Treasury is the over all in-charge of sourcing of fund for the company as per business plan.
Duties/Roles/Responsibilities	<ul style="list-style-type: none"> ○ Prepare a financing plan to meet the organisational fund requirements based on approved business plan. ○ Negotiation with Banks and Financial Institutions. ○ Evaluate alternative long-term/short term borrowing strategies and make recommendations in accordance with the capital structure guidelines. ○ Treasury management – cash flow management & optimize efficiencies. ○ Manage all aspects of In-house investment funds. ○ Variance analysis. ○ Compilation of financial reports from branches and regional offices. ○ Review and recommend changes to the investment policies based on the market conditions ○ Preparation and finalisation of books of accounts at head office level ○ Statutory compliance and reporting to CEO of the organisation ○ Interact with key bankers and lenders to raise funds. ○ Submit and follow up on applications for funds to banks and other financial institutions. ○ Preparation of financial statements on monthly, quarterly, half yearly and annual basis. ○ Prepare monthly, quarterly and annual budgets for approval by the CEO. Annual Budget to be approved by the Governing Board. ○ Manage the preparation of monthly variances report to ensure that the expenditures incurred are in line with the approved budgets.
Technical Skills	<ul style="list-style-type: none"> ○ MBA with specialisation in Finance /Post graduate degree in commerce stream (M.Com). ○ Graduate, preferably in commerce, if the candidate has minimum 5 years of relevant experience MFI, Bank or any other financial institutions. ○ Strong analytical skills ○ At least 2 years of Microfinance /Finance /Banking experience ○ Strong verbal and written communication skills English and local languages.