

## ROLE SPECIFICATION

### TREASURY OPERATIONS SUPERVISOR

December 2018

**JOB LOCATION:** UK

**REPORTS TO:** Group Treasury Manager

**RESPONSIBLE for:** Treasury Operations Administration Officer, Payments Officer and Supplier Management Officer

**DEPARTMENT:** Treasury Finance

**JOB PURPOSE:** The Treasury Operations Supervisor will liaise directly with the Treasury Manager to ensure that all aspects of Treasury Operations are maintained to the highest standard in respect of Bank Administration, Supplier Management and the Payment Processes. They will work to develop the Treasury Operations team (3/4), identifying and implementing efficiencies and sharing and development of ideas to improve process and controls. They also will support the objectives of the wider Finance team in particular the Treasury area and the external audit process.

#### PRINCIPLE ACCOUNTABILITIES

- ❖ Supervise and take ownership of the current team of three in respect of Bank Administration, Supplier Management and Payments Processing
- ❖ Supervise the Supplier Management Service Desk and the Finance Service Desk
- ❖ Provide first line of review and approval of all payments for the UK and Overseas
- ❖ Post Match invoices for payment
- ❖ Provide a review of the commitment ledger and the aged debt report
- ❖ Review and post journals of Treasury Operations team
- ❖ Provide full support and back up for supplier set up and payment run process in times of heavy workload and holiday/contingency cover
- ❖ Monitor risks and ensure controls are in place and adhered to for all Treasury Operation processes
- ❖ Work closely with Group Treasury Manager to provide supervisory updates on the Operations team
- ❖ Participate and contribute to the development of the Treasury Operations team within the Finance Group
- ❖ Provide support to the whole organisation for Treasury Operations queries
- ❖ Filing and Audit Preparation

*The principal accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably requested and instructed.*

## **Jobholder Entry Requirements - the essential knowledge, skills and behaviours required**

### **Knowledge (Education & Related Experience):**

- ❖ Part qualified accountant or equivalent experience
- ❖ Cash and Treasury experience – preferably with a Charity
- ❖ Knowledge and experience of supplier management, payments and expenses management and processing
- ❖ Experience of using a Service Desk portal
- ❖ Experience of working in a supervisory capacity with at least team of three
- ❖ Experience of working in an organisational financial and banking environment

### **Skills (Special Training or Competence):**

- ❖ High level of IT skills especially in accounting and banking systems and advanced Excel
- ❖ Well organised with an appreciation of meeting deadlines
- ❖ Willingness to develop in depth finance systems, skills and knowledge.
- ❖ Logical approach to problem solving and process redesign.
- ❖ Attention to detail to ensure integrity of data within systems
- ❖ Be adaptable, flexible and supportive
- ❖ Ability to support other members of staff through issue resolution, training and support
- ❖ Comfortable engaging with other members of staff to resolve issues and agree processes that work for the benefit of the team.
- ❖ Able to engage with senior stakeholders in the absence of line manager.

### **Core Behaviours:**

- ❖ Communicating & influencing
- ❖ Team working
- ❖ Planning & organising
- ❖ Change & improvement
- ❖ Decision making
- ❖ Delivery and implementation

### **Key Relationships**

#### **Internal**

- ❖ Country Office teams and management
- ❖ Teams within Finance department, at all levels, including specifically: Group accounting and Finance Systems
- ❖ Staff in other teams within Finance and Performance Directorate and the wider organisation, as appropriate, relating to payment processing

#### **External**

- ❖ Banks
- ❖ INTL FC Stone
- ❖ UBS Investment Managers
- ❖ Auditors