



Job Title:	Treasury Officer	Reports To:	Treasury Operations Manager
Department/Team:	Treasury	Location:	Malta
Travel Required:	Some travel to other European offices as required		
Position Type:	Full Time		
Role Description			
The Treasury Officer will support the Treasury function in handling day-to-day operational work including reconciliations and management of bank accounts, Custodian and investment management reports.			
Main Responsibilities		Key Skills Required	
<ul style="list-style-type: none"> • Performing frequent bank account reconciliations between expected flows to actuals • Monitor cash balances and ensure minimum cash balances • Cash transfers and payments including FX settlements • Investigating and resolving any failing trade items • Reconciliation between data received from custodian banks, Investment managers and Clearwater platform • Monitor receivables and payables from sales, purchases, maturities, corporate actions and interest. • Transfer of securities execution and post settlement reconciliation • General departmental duties, including preparation of manual payment forms, and collection of signatures • Maintaining proper records and documentation including FX confirmations, bank statements and data collection • Assistance in the preparation of treasury reports to management, boards and committees 		<ul style="list-style-type: none"> • Having academic qualifications in Banking/finance/insurance or significant experience in similar role • Having experience in payments, documentation, and reconciliation will be advantageous • Knowledge and experience in treasury systems • Strong interpersonal, oral and written communication skills, with particular proficiency in English • Problem solving capability, attention to detail and ability to exercise sound judgement • Good level of computer skills including MS Excel, Word and PowerPoint, as well as other systems. • Excellent organisational skills 	

