



<b>Job Title:</b>	Treasury Operations Manager	<b>Reports To:</b>	Group Head – Treasury
<b>Department/Team:</b>	Treasury	<b>Location:</b>	Malta
<b>Travel Required:</b>	Some travel to other European offices as required		
<b>Position Type:</b>	Full Time		
<b>Role Description</b>			
The Treasury Operations manager will support the Treasury function through the set-up and oversight of trust agreements related to Insurance liabilities, Investment compliance by external portfolio managers, cashflow management, reconciliations, and payments.			
<b>Main Responsibilities</b>		<b>Key Skills Required</b>	
<p>Cash and Banking activity</p> <ul style="list-style-type: none"> <li>- Managing bank relationships, mandates and keeping up to date the Authorised Signatory list is up to date</li> <li>- Bank account reconciliations between expected flows to actuals</li> <li>- Monitor cash balances and ensure minimum cash balances.</li> <li>- Estimate sufficient cash positions to cover monthly liquidity forecast.</li> <li>- Estimate liquidity needs and raise internally instructions to portfolio managers to liquidate bonds and ensure settlements</li> <li>- Cash transfers and payments including FX settlements (in future also swaps and forwards)</li> <li>- Cash management policies and procedures</li> </ul> <p>Trust agreements &amp; Funding Agreements</p> <ul style="list-style-type: none"> <li>- Set-up of new trusts – liaising with custodians</li> <li>- Monitoring and reporting compliance – <ul style="list-style-type: none"> <li>o Investment guidelines compliance reporting</li> <li>o Collateral rebalancing and compliance</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• Preferred experience of at least 5 years in banking/insurance/PSP/CSP/ fund administration</li> <li>• Desired qualifications in banking/finance/insurance/accounting</li> <li>• Proven experience in Treasury/Middle office/back office/operations</li> <li>• Knowledge and experience in treasury systems</li> <li>• Strong interpersonal and oral and written communication skills, with particular proficiency in English</li> <li>• Problem solving capability and ability to exercise sound judgement</li> <li>• Good level of computer skills including MS Excel, Word and PowerPoint, as well as other systems</li> <li>• Excellent organisational skills</li> <li>• Previous experience of managing and developing direct reports would be an advantage</li> </ul>	



- Covenant and other borrowings reporting
- Reviewing of Borrowing interest rate resets

#### Investment portfolios

- Reconciliation between data received from custodian banks, Investment managers and Clearwater platform
- Reconciliation of Lloyd's related portfolios
- Supporting treasury manager with Investment guidelines set-up
- Monitor receivables and payables from sales, purchases, maturities, corporate actions and interest.
- Transfer of securities and execution
- Funds withheld reconciliations and intragroup allocation
- Managing relationship with rating agencies
  
- Working with other groups within operations, compliance, legal and finance for new projects as well as any other issues and requests that arise which impact daily operations.
- Assist in preparation of reports to management and Boards/Committees.
- System set-up, requests for proposals, processing and reconciling changes and accuracy in standing data with systems (currently clearwater)
- Managing and developing a Treasury Operations Officer