

Job Description – Treasury & Investment Officer

Job Description of Treasury & Investment Officer

Job Title:	Treasury & Investment Officer	Department:	Finance
Grade Level:		Unit:	Treasury & Investment
Reports to (Title):	Head, Treasury & Investment		

Job Objective and Summary

The Treasury & Investment Officer is to support treasury function to always ensure efficient and seamless services. The Treasury & Investment Officer reports directly to Head, Treasury & Investment.

Core Responsibilities and Key Result Areas

- Engages Participating Financial Institutions (PFIs) to receive Securities as Collaterals for loan disbursements. This includes valuation of the securities, switches and rollovers when necessary.
- Responsible for funding activities.
- Engages in treasury bills investments.
- Engages Operations department and obtain pipeline loans for treasury planning purposes.
- Reviews of transactions with banks to identify reconciliation issues for resolution.
- Follows up with commercial banks and obtain all contract letters.
- Capturing of treasury transactions on Eazybank
- Prepares Treasury reports based on market developments to position DBN's portfolio in a profitable manner.
- Ensures documentation of all treasury activities.
- Engages and responds to requests relating to Treasury from different departments and units of the bank.
- Participates in audit confirmation of account balances and securities positions as requested by commercial banks, Microfinance Banks and Audit Department.
- Ensures compliance with statutory and internal policies.
- Nurtures and maintains relationships with relevant key stakeholders.
- Performs other duties assigned from time to time.
- Complies with the principles of the Information Security Policy of the bank.
- Performs other tasks such as arranging meetings with commercial banks and other stakeholders on treasury related issues.
- Works closely with Head, Treasury and Investment to ensure effective treasury services for the bank.
- Follows up on requests and issues addressed to Treasury and ensures timely feedback is provided or the issues are resolved.
- Handles treasury assignments expeditiously, proactively, and follows-through to successful completion, often with deadline pressures.
- Provides a link between treasury and other stakeholders to build relationship crucial to the success of DBN.
- Communicates on behalf of the Head, Treasury and Investment with internal and external stakeholders, on various matters as may be directed by Head, Treasury and Investment.
- Proactively and reactively handle ad hoc requests for treasury unit.

Key Performance Indicators

- Contribution to Bank's PBT
- Return on trading and investments
- Impact of policies implemented
- Accuracy of interest calculation

Competencies

Knowledge	Technical Competencies	Behavioural Competencies
<ul style="list-style-type: none"> • Understanding of Macro Economy, Business, Management Finance, Banking, Accounting, Corporate Finance & Investor Relations 	<ul style="list-style-type: none"> • Demonstrates expertise in accounting, management finance and banking • Strong research skills • General administration and project management skills • Excellent time management • People and conflict management 	<ul style="list-style-type: none"> • Integrity and discretion • Initiative / Proactive • Results-oriented • Dependability • Problem solving ability • Collaborating/Networking • Teamwork

<ul style="list-style-type: none"> • Knowledge of customer service principles and management • Proficiency in the use of computer programs, e-mail and internet • Proficiency in the use of office equipment • Demonstrates expertise in office management and business correspondence. 	<ul style="list-style-type: none"> • Organization and coordination skills • Decision making • Strong interpersonal skills • Excellent written and oral communications skills • Negotiation/influencing skills • Ability to work independently and under pressure • Proven ability to handle confidential information with discretion • Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment • Excellent organizational, administration and coordination skills • Good understanding of Development Finance. 	<ul style="list-style-type: none"> • Confidentiality • Relationship building • Multi-tasking ability • Accuracy / attention to details
---	--	--

Qualifications

Educational Qualifications	Professional Qualifications	Experience Qualifications
<ul style="list-style-type: none"> • A good first degree in Social / Management Sciences or any related discipline • A post-graduate degree in a management related field is an added advantage 	<ul style="list-style-type: none"> • Membership of ACI, ACIB, ICAN, ACCA, CFA, CPA or any other related certifications is an added advantage. 	<ul style="list-style-type: none"> • Minimum of 3 years cognate experience in a similar role is required.