

JOB TITLE:	Senior Treasury Officer	REPORTS TO	Senior Manager Treasury
DEPARTMENT	Finance & Business Operations	SUPERVISES	Treasury Operations Officer
SCALE	UDBL 05	LOCATION	Head Office

SUBJECT	
JOB SUMMARY/PURPOSE	The jobholder will ensure prudent Balance sheet Analysis, monitoring and management, asset and liability management, Risk management, covenants management and reporting.
ACCOUNTABILITY STATEMENT	The Senior Treasury Officer will be responsible for Balance sheet data analysis, modelling, stress testing, risk identification, measurement and response documentation, policies and procedures update and support implementation of Treasury management system thereby contributing to the delivery of the Bank's purpose and High Impact Goals.
PRINCIPLE DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> • Responsible for identifying, modelling, analyzing, measuring/quantifying and reporting all balance sheet financial risks i.e. interest risk, foreign exchange or currency risk, yield risk etc. • Responsible for developing Asset & Liabilities Management (ALM) processes and procedure manuals to support management of key balance sheet risks. • Responsible for analyzing key balance sheet metrics to identify drivers, trends and risk to inform recommendation on positioning and optimization of treasury management strategies to the Senior Manager Treasury, Senior Management and the Assets & Liabilities Committee (ALCO). • Responsible for preparing and reviewing the Bank's balance sheet open positions and making necessary recommendations to the Assets & Liabilities Committee (ALCO). • Responsible for leading the development and quantification of a robust and documented interest rate and liquidity risk evaluation processes in the Treasury Management Unit. • Champion the production of key inputs and work with stakeholders on balance sheet stress-testing exercises. • Responsible for the preparation of all Covenant Certificates and reports and submitting same to all lenders of the Bank. • Co-ordinate, internally, the collation of all information covenants from all the responsible functions, review of same and subsequent submission to lenders. • Responsible for reviewing all covenants for the Bank's liability portfolio and always ensuring standardization across the borrowing portfolio and compliance. • Responsible for responding to covenants issues, liaise with the relevant stakeholders in the Bank to get appropriate responses for communication to lenders. • Responsible for the end-to-end periodic review of the treasury counterparty and Dealers limits process. • Assist with preparation and analysis of audit and risk review schedules as and when required. • Responsible for developing risk and audit findings action plan and closing all risk and audit related action points.

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	<ul style="list-style-type: none"> • Responsible for completing month reporting of Treasury Key Risk Indicators. • Responsible for completing Risk Control Self-Assessment (RCSA) exercise and ensuring the Director of Finance and Business Operations' sign-off on time. • Responsible for the end-to-end management of all issues raised by internal and external Auditors including the Risk Management risk reviews action points. • Responsible for on boarding new counterparties, allocating approved limits and enabling them to trade with the Bank on the Bloomberg platform. • Responsible for setting up all necessary limits in all the systems used by the Treasury & Markets Division. • Responsible for the periodic preparation of the limits and risk identified summary dashboard report to the Treasurer. • Responsible for managing the end-to-end ALCO meetings whilst acting as the Secretariat. • Responsible for coordinating all full year ALCO scheduling for the ALCO members. • Responsible for preparing and presenting the Treasury ALCO report and ensuring everyone responsible for submitting ALCO reports, do so as per guided timelines. • Responsible for maintaining a report submission diary for all functions and preparing quarterly summary ALCO meeting deliberations and decisions made by the ALCO. • Responsible for researching and recommending ALCO training for the ALCO members. • Responsible for taking ALCO meeting notes and subsequently writing minutes and getting them signed off by the Chairman as living official records of the Bank. • Responsible for ensuring that all matters arising are followed up and closed. • Actively be involved in all Treasury systems implementations and review projects. • Supervise Treasury Officer
LEVEL OF AUTHORITY	<ul style="list-style-type: none"> • Shall be a member of Deal Review Committee • Advise the Management on issues relating to asset and liability management • Authorize allocation and transfer of funds, and related pricing in the absence of the Treasurer • Manage relationships with ALCO working groups and other department that contribute to ALCO reporting
RELATIONSHIPS	<p>Internally: All UDB Departments, ALCO Members</p> <p>Externally: Banks, Ministry of Finance.</p>

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QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's degree in finance, accounting, or other numerate degree from a recognized University. • Relevant Post graduate qualification such as an MBA or master's in finance is an added advantage. • Professional qualifications such as CPA, ACCA or CFA is an added advantage. • An ACI dealers' certificate is a MUST. • Solid knowledge of excel and financial modelling is a must.
EXPERIENCE	<ul style="list-style-type: none"> • Minimum of 5 years' experience in a large commercial or development bank, with at least 3 in treasury/funding environment. • Solid grounding in financial systems database methodologies and financial modelling. • Experience in audit and risk management. • Experience in creating/running risk and portfolio management models. • Experience in interbank trading.
COMPETENCIES	<ul style="list-style-type: none"> • Knowledge of treasury and debt products, services, and strategies of the back-office operations. • High proposal writing skills. • Sound knowledge of Market risk methodologies & tools • market risk measurement methodology employed, • Basic understanding of the principles of prudent liquidity management and reporting • Ability to take initiative and act decisively. • Attention to detail. • High level of integrity. • Ability to formulate business strategies. • Clean track record with evidence of delivering results, • Computer knowledge • Interpersonal communication skills