

**Job Title : Treasury and Public Collection**

**OVERALL PURPOSE:**

- ◆ Under the direct supervision of the unit head treasury the Officer/Senior Officer provide respective assistance to unit head to ensure high quality accuracy and consistency of work. The Officer/Senior Officer is responsible for the smooth functioning of the treasury and public collection unit.

**RESPONSIBILITIES:**

- ◆ Responsible for treasury management for the whole Bank. Ensure sufficient funds in our NOSTRO accounts to fulfill any fund requirement by respective departments and to ensure qualitative usage of funds overseas
- ◆ Responsible for foreign exchange function for the whole Bank including foreign exchange deals with customers and correspondent banks, set FX counter rates for internal usage. maintaining foreign exchange rates in the system and oversea NOP for all currencies
- ◆ Prepare cash flow forecast report, Liquidity Management
- ◆ Prepare ALCO Report, LCR Report, NBC FX Report and Bank Reconciliations.
- ◆ Review daily and monthly collection reports of PPWSA, MPWT, PPSHV, NSSF, Taxes MLVT EDC, MOC and PP Solid Waste Management, etc. and make fund transfer to all collection partners.
- ◆ Approve treasury daily operation transactions in core banking system
- ◆ Monitor the schedule and maturity the respective borrowing and placement and do the payment and payment in an accuracy and timely manner.

**REQUIREMENTS**

- ◆ Bachelor's degree in accounting, Finance and Banking
- ◆ At least 3 years working experience in Treasury of Banking Sector
- ◆ Good Microsoft Office especially spreadsheet skills and good communication skills both verbal and written in English
- ◆ Strong organizational skills, high commitment to work and teamwork
- ◆ Ability to make sound judgement and analytical reports.

Contact Info:

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