

## Treasury Division

### Position: Treasury Back Office Supervisor (M /F – 1 Post)

#### Job Summary:

The Treasury Back Office Supervisor is responsible for overseeing the daily operations of the treasury back office, ensuring accurate and timely processing of financial transactions, settlements, reconciliations, and reporting. This role ensures compliance with internal controls and regulatory requirements and supports front-office treasury activities.

#### Key Responsibilities:

- Supervise and coordinate daily back-office treasury operations including cash management, bank reconciliations, and settlements.
- Monitor and ensure timely processing of payments, FX transactions, money market instruments, and intercompany loans.
- Oversee the reconciliation of bank accounts and treasury systems with general ledger entries.
- Ensure compliance with internal policies, audit requirements, and regulatory standards.
- Liaise with banks, financial institutions, and internal departments to resolve discrepancies or issues.
- Maintain and update treasury documentation, including SOPs and process flows.
- Support treasury reporting, including cash flow forecasts, liquidity reports, and audit schedules.

- Assist in system enhancements, automation initiatives, and treasury projects.
- Train, mentor, and supervise back-office treasury staff.

### **Qualifications:**

- Bachelor's degree in finance, Accounting, Economics, or related field.
- 2–3 years of experience in treasury operations, with at least 1–2 years in a supervisory role.
- Strong knowledge of treasury systems, banking platforms, and financial instruments.
- Proficiency in Microsoft Excel and ERP systems (e.g., SAP, Oracle).
- Excellent analytical, organizational, and communication skills.
- High attention to detail and ability to work under pressure.