

JOB DESCRIPTION



Treasury Officer

Purpose

The Treasury Officer is a role within the Finance team. The role has the following core functions:

- Medium-level bank reconciliations, accounts reconciliations and treasury management skills using excel spreadsheets.
- BPNG Reporting: Preparing monthly BPNG compliance reports and month-end
- Reconciliations of bank accounts, BSP debit card accounts and journals
- Monitor bank accounts: Daily cash position and daily banking summary
- Treasury: Excel modelling to monitor cash flow and submitting weekly BPNG Central Bank/Treasury Bills.
- Main contact for commercial banks in managing staff access for online banking.

Role Dimensions

- Reports to: Finance Manager
- Department: Finance
- Job Level: O3
- Location: Head Office, Port Moresby
- Direct Reports: None

Person Specifications

- A tertiary qualification focused on Business/Banking, Finance or Accounting or other relevant discipline.
- Minimum of 3 years' experience and training in Finance.
- Working knowledge of banking/finance practices procedures and software packages.
- Competent in the use of computer software such as Microsoft Word & Excel.
- Exposure to Banking/Financial software packages highly desirable

Core Competencies

- Professional with strong integrity, initiative and quality decision making.
- Ability to maintain confidentiality, addressing issues in a discrete and impartial manner, at all times.
- Highly motivated, with drive and problem-solving capabilities.
- Level-headed, resilient and calm under pressure.
- Superior oral and written communication skills including the ability to collate information and write concise reports.
- Ability to plan, prioritise, manage time and complete projects within deadlines.
- Excellent communication and interpersonal skills, including interpersonal sensitivity.
- Ability to explain complex calculations in a straightforward and helpful manner.
- Ability to drive a disciplined fortnightly payroll system.
- Superior accuracy and attention to detail, especially when working with numbers.
- Analytical thinker with the ability to question data and provide reports.
- Ability to deal with ambiguity, "Can do" work ethic and strong initiative.

- Detailed understanding of relevant regulatory and PNG environment.

Role Specific Areas of Responsibility

Operational	<ul style="list-style-type: none"> • Complete monthly BPNG reports • Journals for BPNG C/T-Bills actual and accrued interest, bills matured. • Bank reconciliation: Bank and emPOWER entries, Give OSG & credit departments list of all pending items from emPOWER GL during the month. Reconciled into emPOWER and/or bank account reconciliation. Final bank reconciliation. • Ensure daily banking summary is correct as submitted by Officer (Tax). • Review cash position spreadsheet completed by Accounts Clerk (Treasury) for correctness. Ensure adequate available cash in bank accounts all times. • Investment of excess cash in BPNG C/T Bills or commercial IBDs. Submit weekly tender. Suggestions for investments at meeting. Maximize interest earned on c&t-bills, bank IBDs • Reconcile new entries for the month and clear outstanding items, entries corrected in emPOWER GL or actioned by responsible staff. • Reconcile entries for the month and clear outstanding items, enter adjusting journals in emPOWER. • Ensure all company H.R. policies and procedures are adhered to.
Analysis & Reporting	<ul style="list-style-type: none"> • Complete monthly BPNG reports • Journals for BPNG C/T-Bills actual and accrued interest, bills matured.
Teamwork and Administration	<ul style="list-style-type: none"> • Participate in and contribute to the functioning of the team with respect. • Provide personal and professional mentoring for employees within the department, as required. • Ensure Finance staff and others are supported in planning and prioritising their workload. • Provide feedback to staff, aiming to improve their cooperation and achieve satisfaction. • Establish and maintain an effective working relationship with all FinCorp staff. • Ensure that I.T. usage is maximised and that paper-based usage is minimised. • Maintain a high standard of integrity and work ethic including the utilisation of FinCorp's equipment and consumables economically. • It is the responsibility of each employee of FinCorp, as well as relevant adjunct business partners, to adhere to the ISMS Policy.