

Role Profile

Role Title:	Treasury Assistant
Department:	Treasury
Role Purpose:	Working as a vital cog in the day to day running of the Treasury Department you will be completing a variety of tasks from being Accountable for Payments, Management Accounts, Cashflow Forecasting, Security Portfolio Investigation, Maintenance and Charging and Loan Covenants.
Reporting to:	Treasury Supervisor
Responsible for:	N/A
Disclosure level:	N/A
Role Level:	Frontline Worker

Key Role Responsibilities	<ol style="list-style-type: none"> 1. Maintain data input to accurately forecast estimates on the 6 day cash flow and investigate variances in predicted figures with actual balances, daily and weekly 2. Produce rollover documentation for facility draw downs and maintain the loan payments diary 3. Maintain the loan payments schedule and interest receivable ensuring repayments are processed on time 4. Support Manager with Security charging, liaising with internal and external customers to ensure targets are met 5. Assist with managing the Security Portfolio 6. Generate payment documentation ensuring compliance to treasury policy and procedures and company standing orders. Ensure authorized personnel are available to authorize and release payments on time 7. Regular instruction and communication with banks and other financial institutions including placing deposit investments with the bank and its reconciliation at month end and dealing with queries relating to open credits
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	<ol style="list-style-type: none"> 8. Assisting with and maintaining the new Loans and Securities database 9. Produce the Loan Covenant data and distribute to funders on a monthly and quarterly basis 10. Prepare annual loan covenant data for review, liaise with Auditors during the annual and semi-annual audits and assist in the timely distribution of information to the Lenders and Banks 11. Produce Month End Reconciliations, Management Accounts data on Interest, Capital and Accruals to Journal level and Monthly Cashflow Reconciliation for review by Treasury Supervisor 12. Reconcile the database with the Charges Register, identifying and resolving any variances 13. Prepare data for cyclical and ad hoc security valuations; extensive communication with valuers and lenders to ensure that queries are dealt with in a timely manner 14. Assist in the production of the Annual Budget 15. Review, investigate and categories any restrictions on the security stock 16. Cover support for mutuals and cashbooks to be able to assist with daily duties and using Banking systems to import and export information 17. To be responsible for the health, safety and welfare of yourself and others at work and to undertake the health and safety duties outlined in the Midland Heart Health and Safety Policy commensurate with this position 18. Ad-hoc duties and cover as requested by manager
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Education, Qualifications and Training	<ul style="list-style-type: none"> • Educated to GCSE Maths Grade C or equivalent • Part qualified accountant (ACT, AAT, ACCA, ACMA or ACA) or equivalent experience • Previous experience of working within a Finance Department
Knowledge and	<ul style="list-style-type: none"> • Experience of internal stakeholder management up to middle management level and the ability to manage a range of external

Experience	stakeholders including solicitors and valuers
Role Specific Skills & Behaviours	<ul style="list-style-type: none"> • Accuracy and attention to detail is essential • Ability to take ownership and full responsibility of tasks • Work to an ethos of looking at the bigger picture and use own initiative • Good communication skills, both verbal and written Problem solving mentality • Work on own initiative with minimum supervision organising and prioritising own workload, and working to tight deadlines. Self-motivated with a desire to engage fully in tasks • A methodical and enthusiastic approach to tasks • Understanding of and commitment to the principles of equality and diversity