L&Q Group

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| **Role title** | Treasury Analyst – Middle Office | **Date** | 09/07/21 |
| **Reports to Title** | Treasury Manager | **Version** | 1.0 |
| **DBS Disclosure Required:** | **Yes** |  | **No** |  | **Standard** |  | **Enhanced** |  | **Enhanced +** |  |
| **Responsibility for End Results** |
| PurposeTo provide MI reporting, control and analysis service to support decision making and aid Treasury compliance. Take on special projects to improve processes.  |
| **Key Responsibilities / Deliverables:** |
| **Main Accountabilities:** List in order of priority, the major activities or functions necessary to achieve the job’s end results. The percentage of time spent on each of these should add up to 100%.  | ***Time******(%)*** |
| Provide accounting for Treasury transactions and complete monthly reconciliations while maintaining and developing of systems and reports which ensure the effective financial monitoring and management of all Treasury activities. Ensure accuracy of both at all times. | 30% |
| Ensure H&S, regulatory & governance compliance for areas under the job holder's control. Including but not limited to; completing regulatory returns, be the main contact for internal and external audit requirements and assist the Treasury Manager with complying with all quarterly and Ad hoc lender requirements | 30% |
| Work collaboratively with others, principally those in the Treasury team and other Finance functions to answer queries and maintain relations. | 15% |
| Perform any other Treasury tasks as required, such as administration, payments and banking as well as ad hoc projects. Provide holiday cover. | 15% |
| Ensure that all Treasury Process and Risk maps are correct and that related procedures are up-to-date. | 10% |

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| **Financial Responsibility:** Enter below any revenue, operating or capital budgets for which the role is accountable. |
| n/a |
| **People Responsibility:** Indicate below the number of employees for which the role has supervisory / management responsibility. If the number varies, indicate an average or a range.  |
|  | ***Direct Reports*** | ***Indirect Reports*** |
| **Total** **Employees** | 0 | 0 |
| Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities |

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| **Knowledge, Skills and Abilities** |
| Describe the knowledge, skills and abilities required for the job. Include the need for any academic, vocational or professional qualifications.  |
| 1. Sector/specialist knowledge & experience

Knowledge of housing is not required, but is a bonus. |
| 1. Finance & commercial experience

Some relevant work experience is required, preferably within business analysis, project management or finance. Treasury experience is a bonus. |
| 1. Communication & influencing skills

Must have strong communication, presentation & influencing skills and ability to deal with stakeholders at various levels. |
| 1. Organisation & planning skills

Needs to be very organised with the ability to plan and prioritise work against challenging timetables. |
| 1. Academic & professional qualifications

Analytical degree or qualified by experience. |
| 1. IT knowledge & skills

All round proficient computer skills, including intermediate MS Excel are required. Advanced Excel and programming skills are preferred. |
| **L&Q Values** |
| These are our guiding principles. They describe how we deliver our mission and vision through our behaviours and actions. |
| **People** |
| * We care about the happiness and wellbeing of our customers and employees
 |
| **Passion** |
| * We approach everything with energy, drive, determination and enthusiasm
 |
| **Inclusion** |
| * We draw strength from our differences and work collaboratively
 |
| **Responsibility** |
| * We own problems and deliver effective, lasting solutions
 |
| **Impact** |
| * We measure what we do by the difference we make
 |
| **Other**  |
| * Commit to supporting L&Q’s environmental policy and social mission
* I will comply with all L&Q Health and Safety policies and procedures and commit to working towards best practice in the control of health and safety risks
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