**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Treasury Analyst</th>
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<tr>
<td>Department / Unit:</td>
<td>Finance</td>
</tr>
<tr>
<td>Job type</td>
<td>Permanent, part time</td>
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<td>Grade:</td>
<td>6</td>
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<td>Accountable to:</td>
<td>Head of Financial Control</td>
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<tr>
<td>Accountable for:</td>
<td>Accounts Assistant</td>
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**Purpose of the Post**
To manage College’s cash, investments and borrowing to optimise financial returns in accordance with College Treasury investment policies and immediate cash requirements. The role incorporates treasury management, cash flow forecasting, investment accounting and loan repayment management. The post-holder is responsible for line management of the Accounts Assistant.

**Key Tasks**

**Banking**
- Lead the day-to-day treasury management operations within approved policies, maintaining oversight of quality and ensuring the team works efficiently and accurately.
- Be the main point of contact with the College’s bankers and investment managers on operational issues, including the effective set up, administration and authorisation of all investment and bank accounts.
- Manage, advise and report on performance of all investment and bank accounts.
- Support the development and application of an effective Treasury Management Policy. Periodically review the policy to ensure it continues to meet the needs of College and monitor counterparty risks. Recommend changes and future developments, taking into account internal and external factors such as market conditions.
- Build a network of contacts with banks and investment brokers to ensure that all investment opportunities are recognised and can be acted upon in accordance with the Treasury Management Policy.
- Place cash on deposit and manage the maturity of placements to maximise interest income while meeting the cash requirements of College.
• Working with key stakeholders, banks and advisers, develop processes and solutions to monitor and minimise foreign exchange risk.

Cash flow forecasting
• Establish, manage and monitor a framework of long and short term cash flow models and reports, fed by information from the Financial Performance Management team, to enable best practice cash management and investment decisions.

• Analyse cash flow data and produce high quality management information and statistics for reports to senior finance staff and committees. Advise on appropriate working capital and investment options to ensure the optimum use of cash resources.

Investments and borrowing
• Lead on the management of the College’s endowment investments (c£50m) including ensuring transactions are correctly recorded and accounted for, allocating scholarship income and transferring new funds received.

• Be the main point of contact for the external fund managers.

• Act as Secretary to the Investment Sub Committee, prepare committee papers on the investments and returns.

• Prepare the year end investment note for the Financial Statements.

• Ensure payments of loans and interest are made in line with banking covenants. Maintain records of loan and hedging commitments.

Other
• Line management of the Accounts Assistant.

• Ensure the efficient and timely maintenance of the sterling and foreign cash books, specifically dealing with non-standard transactions and queries and investigation of unidentified receipts and payments.

• Any other duties as required by the line manager that are commensurate with the grade.

Other Duties
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships
The following list is not exhaustive but the post holder will be required to liaise with:

- External fund managers
- Investment advisors and managers
- Banks and money market providers
- Investment Sub Committee members
- Finance Department