

## Manager Treasury Front Office

**Company:** Telenor Microfinance Bank Limited

**Location:** Karachi, Pakistan

Efficient management of the investment portfolio and liquidity in strict compliance with the SBP and Board directives, policies, and procedures.

### Key Responsibilities

- Assist the Assistant Director and Treasurer in ensuring that Bank surplus funds are efficiently invested in short- and long-term positions as per ALCO guidelines and board approvals.
- Assist the treasurer with ADR & FCF management of the Bank along with raising corporate deposits as and when required for the Bank.
- Responsible to prepare and update treasury manual, investment policies, contingency funding plan and documentation of other relevant policies and procedures in coordination with the senior treasury team.
- Forecast daily cash requirements and execute daily investment decisions in coordination with the Treasurer.
- Maintain CRR and Govt. securities portfolio for SLR.
- Establishment of Money Market lines by developing relationship with commercial banks/ NBFIs for establishment of Money market lines, along with yearly renewal of line limits from the board.
- Participate in auctions on behalf of TMFB or purchase it from secondary market when required.
- Timely coordination with sending partner on FX deals & rates confirmation
- Preparation and review of regular funds maturities and deposit maturities.
- Assist in defining and managing counter party limits based on institutional ratings and compliance with the regulatory requirements.
- Responsible for timely submission of treasury reports to Group Treasury and internal stakeholders.
- Assist in preparing any action items assigned by the Board and board proposals.
- Responsible for preparation of ALCO pack, various analysis/action items assigned by ALCO.
- Draft and circulation of ALCO Minutes.
- Assisting the treasurer in performing analysis and any other assignments. To ensure using the Treasury software and related technology used to its utmost.
- Support in management information reporting and further develop Treasury process.
- Issuance of Guarantees. SBP reporting. Assist in equity registration.
- Assist in Internal Audit, SBP audit and other assigned tasks.

### Qualifications & Experience:

- 3-5 years of relevant experience
- Master's Degree

### Skills & competencies:

- Experience and understanding of banking products and services, electronic banking operations, lending products, microfinance products, and funds transfer systems, treasury and related operations.
- Strong analytical and financial skills
- Good research and report writing skills.
- Sound analytical knowledge with expertise in financial modelling.
- Extensive treasury knowledge.
- Critical decision-making abilities.

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