

		<h2>Job Description - Treasurer</h2>	
Designation	Treasurer	Reports to	CEO
Location	Islamabad		
A. JOB SUMMARY			
<ul style="list-style-type: none"> ▪ Manage the treasury function of the company in accordance with the relevant policy and regulatory framework and investments along with liquidity and related risk management pertaining to the Company's treasury activities. ▪ As a senior business executive, he/she must have thorough understanding of commercial debt products and capital market instruments for raising sustainable long-term liquidity for the company. ▪ Assist in arranging credit facilities from local and international Banks, Financial Institutions and manage day to day relationships with internal and external stakeholders. 			
B. KEY RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Assess, monitor, plan and manage the efficient utilization of cash and resources in a manner consistent with the objectives of the Company and ensure appropriate investment avenues in line with treasury policy approved by the Board. 2. Co-ordinate with related departments for timely cash flow positions forecasts, factoring in borrowing needs and available funds for investment or deployment. 3. Assume role of Secretary of Asset-Liability committee to assist ALCO in managing liquidity and interest rate risk by providing timely and accurate reports, insurance of assets, associated legal issues etc. 4. Assist in preparing annual budgets, financial forecasts, cashflow mapping, business presentations, portfolio reviews, initiative strategies etc. for necessary submissions on time to time basis. 5. To develop and maintain relationship with Financial Institutions and other stakeholders. 6. Initiate loan request process as per predefined strategy, support in negotiating credit terms with Banks as per ALCO guidance and arranging final term sheets. Prepare necessary reports and presentations for BoD, BRC, MRC and ALCO approvals 7. Also lead or assist in special projects and other initiatives related to treasury business improvements, financial controls, new products etc. 			
C. JOB SPECIFICATIONS			
Qualification	16 years of education (Bachelors/Masters) with majors in Finance/Accounts	Experience	8 years of which 5 years in Treasury department of a financial institution
Functional Competencies	<ul style="list-style-type: none"> ▪ Experience in managing investments ▪ Cash flow forecasting liquidity management/cash management ▪ Thorough knowledge of relevant laws and regulations ▪ Expertise in negotiation skills ▪ Expertise in presentation and writing skills ▪ Financial planning and analysis ▪ In depth knowledge of risk especially market credit risk 		
Core Competencies	<ul style="list-style-type: none"> ▪ Teamwork ▪ Decision Making & Problem Solving ▪ Initiative and Change Driven ▪ Planning & Organizing ▪ Effective Communication 		