



JOB DESCRIPTION

Position	Reporting to	Department
Treasury Unit Manager	Head Office	Director of Finance

I- MAIN DUTIES & RESPONSIBILITIES:

- Develop and update treasury policies (Cash management), procedures, guidelines, and forms.
- Consolidation cash projection and cash forecasting to ensure funds are available for next month/ 3months.
- Assist to Director of Finance to foresee and closely monitor the financial risk (liquidity risk, foreign exchange risk, interest rate risk) and (Solvency ratio and NOP)in order to mitigate them to align with internal policies, regulations and lenders requirements.
- Doing on the lender report (Covenant report, Creditor report)
- Facilitate to open/ change/ close all institution accounts of CHOKCHEY PLC to comply treasury policy.
- Banks issue solving related to CHOKCHEY PLC transaction.
- Ensure that cash management at branches are comply to the treasury policy.
- Conduct branch visiting and coaching.
- Training providing to relevant staffs relate to treasury policy.
- Other tasks/ projections as assigned.

II. QUALIFICATIONS:

- Bachelor's degree in business administration, management, Accounting and Finance or relevant fields.
- 2 years working experience in the FIs sector with treasury function.
- Ability to be good cash management and banks service.
- Ability to be good communication in English.
- Good planning and organizing.
- Problem solving and good communication skills are required.
- Be able to work under pressure.
- Good computer skills.