



SENIOR TREASURY ROLE

JOB & PERSON SPECIFICATION

AUGUST 2019

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Role: Head of Treasury Finance & Operations

Reports to: Group Treasurer

Location: Adelaide

Purpose of Role:

The role is a senior leadership position supporting the Group Treasurer in the development of AGIG Treasury and achievement of results in supporting the national AGIG business, leading the development and implementation of the operational management framework for AGIG Treasury incorporating the integration of processes, key controls and treasury management systems and ensuring that the Treasury funding, investment and risk management portfolios are managed in accordance with all requirements, including settlements, compliance and reporting arrangements.

The role will work in conjunction with the AGIG Finance Team to ensure that Treasury specific accounting and financial reporting requirements are completed, taking responsibility for specific treasury functions on a national basis as part of the AGIG Treasury team, including maintaining senior level internal and external relationships, to support the delivery of Treasury outcomes for all of AGIG's businesses.

Key Responsibilities:

The Position Description for this role is indicative and may change as the needs of the business change. The Position Description describes the general nature and level of work being performed and is not intended to be an exhaustive list of all responsibilities, duties or skills required for the position, nor does it imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow other job-related instructions and to perform other job-related duties requested by their supervisor including secondments to other departments, locations, or sites. The Position Requirements are representative of minimum levels of knowledge, skills and/or ability.

To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty effectively.

The main functions of the role are:

- Leadership of Treasury Settlements and Operations function within the context of a national business comprising several operating businesses and multiple bank relationships
- Management of compliance requirements
- Oversight of financial governance and development of value-add treasury performance reporting
- Coordinate the preparation of regular treasury shareholder and management reporting
- Identify, recommend and manage the implementation of new processes to improve efficiency, control and effectiveness of the treasury function within an evolving business model
- Provide backup support for Group Treasurer to help ensure prompt resolution of internal and external queries
- Represent AGIG Treasury and the Group Treasurer in meetings with senior representatives of banks and service providers
- Contribute technical insight and expertise in relation to key Treasury accounting requirements including close liaison with senior Finance personnel, with an emphasis on the effective management of hedge accounting requirements
- Prepare projections for risk exposures and recommend appropriate interest rate hedging strategy to mitigate to ensure compliance with Treasury Policy

- Actively contribute to the maintenance and development of a strong professional “brand” for AGIG Treasury both within AGIG and externally
- Play an active role in the mentoring and development of Treasury team members and the building of strong team culture

Treasury Settlements & Operations

- Manage treasury process to ensure that all drawdowns, repayments, interest periods, interest payments and fees on debt and derivative transactions are checked, verified, settled and reconciled against counterparty confirmations, treasury system records and the front office deal tickets
- Ensure all treasury transactions are in compliance with the established treasury policies and procedures and perform the monthly compliance report
- Lead the continued development and integration of the Treasury management system to capture ongoing improvements in the efficiency, accuracy, control and performance of Treasury activities.

Control Environment

- Ensure that an appropriate control environment exists for all payments, including standard settlement instructions issued to/from counterparties
- Ensure that all treasury transactions are recorded appropriately in the Treasury System
- Ensure that processes are in place to provide accurate and timely updates to the respective general ledger systems
- Ensure that required documentation is properly maintained to support treasury activities and periodic audit requirements
- Maintain robust processes to ensure the ongoing accuracy of Treasury transactional records and reporting

Financial Governance and Hedge Accounting

- Prepare monthly performance reporting, including working with other Treasury team members to develop improved analysis
- Monitor performance and projections versus key performance benchmarks
- Establish and maintain appropriate hedge relationship structure for treasury transactions that maximises hedge effectiveness in accordance with financial policies
- Ensure that the required hedge documentation is established and maintained
- Assist with hedge effectiveness testing, mark-to-market valuations and accrual reports based on prevailing accounting standard requirements
- Assist Finance with the management of hedge accounting requirements
- Provision of month-end and year-end reporting requirements

Treasury reporting

- Manage the completion of required shareholder and management reporting
- Ensure reports are accurate and timely
- Identify and implement enhancements to the management reporting framework to meet evolving requirements
- Oversee the development of treasury performance reporting and the continued embedding of reporting requirements and tailored “dashboard” reporting within the core Treasury management system.

Documentation of policies and procedures

- Review existing policies and procedures
- Identify enhancements and recommend appropriate amendments to policies and procedures

Treasury Leadership

- Actively contribute to the development of the AGIG Treasury function through the identification of key initiatives and improvement opportunities
- Exhibit high standards of professional conduct and “brand”
- Represent AGIG Treasury and the Group Treasurer in meetings with senior representatives of banks and service providers
- Mentor and develop Treasury team members

Health, Safety & Environment:

All AGIG employees have a responsibility to behave in a manner, which ensures that their actions or omissions, do not adversely affect the environment or the health, safety and wellbeing of themselves, colleagues, contractors or members of the public.

This position has the responsibility to:

- Meet all responsibilities as outlined in the AGIG Health & Safety and Environment Policies
- Attend and comply with any HSE training as required as well as participate in HSE and sustainability initiatives implemented by the company
- Immediately report any incident, illness or potential hazard to your Supervisor or Manager
- Correctly utilise any Personal Protective Equipment distributed

Dimensions (Budget / Reports):**Budget**

- N/A

Personnel

- Task based supervision and leadership/coaching of Treasury team members

Interfaces:**Internal**

- AGIG executive / senior management and employees

External

- Senior bank representatives and investors
- Senior Managers of treasury service providers
- Outsourced operators / contractors

Required Competencies:

Knowledge and experience

Essential

- Minimum 5 years (or equivalent) Treasury experience, ideally with a strong knowledge of treasury instruments, management practices, operations, controls and governance practices
- Business degree in Finance/Commerce
- Knowledge of Financial Instruments and hedge accounting
- Strong working knowledge of MS office applications
- Strong communication skills and professional presentation
- Demonstrated inter-personal skills and able to lead by example in behaviour and values
- Demonstrated ability to identify, plan and execute improvement initiatives to capture positive business outcomes
- Able to lead by example in behaviour and values
- Demonstrated inter-personal skills
- Able to effectively communicate professionally with a variety of behavioural and personality types
- Able to build and manage credible and productive internal and external working relationships at a senior level
- Able to uncover needs, present solutions, handle objections and gain commitment
- Able to self-motivate and self-manage while working in a dynamic environment
- Results orientation and ability to achieve desired results in a professional manner within agreed deadlines
- Delivery of exemplary customer service and a proactive approach to problem solving
- Drive and tenacity to operate in a competitive market
- Willingness to accurately self-assess and engage in ongoing professional and personal development
- Flexibility with working hours including the ability to work after hours and travel locally and within Australia if required

Desirable

- Experience in the Utilities industry.
- Experience using treasury system packages like Visual Risk, GTreasury, Quantum, Reval, etc
- CPA/ICA



HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Justin or Christian Gaszner on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.