



## **POSITION DESCRIPTION**

**POSITION TITLE** : Group Treasury Manager/K2013

**DEPARTMENT** : Treasury

**CLASSIFICATION APPROVED BY** : HRD

### **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO** : Finance Director

**POSITIONS SUPERVISED** : 0-6

### **POSITION PURPOSE**

Act as the centre of excellence for decision support, including evaluation of risk, capital expenditures, investments, business development, corporate finance, regulations, compliance and growth of the Company.

### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

- Build strong relationship with banks.
- Negotiate financings and renewal of working capital lines.
- Lead the deal execution process and ensure that all relevant factors (financial, strategic, operating, legal, regulatory, etc.) are considered properly in executing the deal.
- Overall supervision and control of day to day cash management, including disbursement, collections, maintenance and reconciliations of bank accounts.
- Coordinate and ensure the hedging of all foreign exchange exposures.
- Responsible for timely treasury management reports.
- Ensure that internal controls are maintained at the highest level.
- Coach, mentor and supervise direct reports.
- Manage and coordinate with internal and external coordinators.
- Assist the Director, Finance & Accounting with *ad hoc* projects/assignments as required.

### **PERSONAL CHARACTERISTICS:**

- Self motivated
- Detail oriented
- Numerical
- Analytical
- Confident

### **PERFORMANCE MEASUREMENTS**

- 18 month cash flow spreadsheet for KOJ Group agreed to budget and by country.
- Three year plan (agreed to 3 year plan spreadsheet) including facilities needed and covenants



**QUALIFICATIONS\REQUIREMENTS:**

- Bachelor's degree in Mathematics and/or Economics
- 7 to 10 years of experience in Finance and Treasury, with a minimum of 4 years in a corporate treasury; strong treasury background
- Knowledge of capital and currency markets, accounting, finance and tax.

**COMPETENCY REQUIREMENTS**

**The following are the key competencies that will be required to complete this job effectively. Along side each competency is the Level at which it is expected to be demonstrated**

**(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)**

- Customer Focus - 3
- Integrity and Trust - 3
- Teamwork - 3
- Priority Setting & Time Management - 3
- Managing Relationships - 3
- Job Knowledge - 3
- Valuing Diversity - 3

**Department Head:** .....

**Employee:** .....