



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title

Administrator – Treasury Back office,
International Trade

Job Location

Dar es Salaam

Category

Treasury

Job Type

Full Time

Job level

Intermediate

Industry

Banking

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget

-

Max Budget

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Primary Industry

Banking: 3 Years

Secondary Industry

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Primary Category

Treasury: 3 Years

Secondary Category

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Certificate

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Qualification

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Summary

The Administrator - Treasury Back Office is responsible for supporting the processing and settlement of treasury products, ensuring transactions are executed accurately and in compliance with approved policies. This role involves assisting with deal validation, managing documentation, and supporting the settlement of financial instruments related to international trade.

Responsibilities

- Assist in the processing and settlement of treasury products, including foreign exchange, interest rate swaps, and other financial instruments.
- Support deal validation by ensuring that all transactions are accurately recorded and comply with established guidelines.
- Help manage documentation related to treasury activities, ensuring proper filing and compliance with regulatory requirements.
- Assist in the reconciliation of Nostro accounts, general ledger (GL) accounts, and month-end close activities.
- Provide support for the maintenance of the group's online business banking platforms and treasury management systems.
- Collaborate with the Treasury Front Office to ensure smooth operations and adherence to policies and procedures.
- Help manage the opening, closing, and maintenance of group bank accounts, including updating bank mandates.
- Assist in the preparation of monthly reports on Treasury activities for senior management.
- Support the Treasury team during internal and external audits by providing necessary documentation and information.
- Contribute to the Treasury business continuity plan and risk management activities.

Education & Qualifications

- Bachelor's degree in Finance, Accounting, Economics, or a related field.
- Basic understanding of treasury operations, international trade, and banking practices.
- Strong attention to detail and accuracy in managing financial transactions.
- Proficiency in Microsoft Office applications, particularly Excel

Requirements

- 3 years in the same, or similar field

Characteristics

- Keen attention to detail to identify and mitigate risks.
- Strong time management and organizational skills.

- Ability to work under supervision and meet deadlines.
- A positive attitude, with a willingness to learn and adapt.
- Commitment to ethical practices and confidentiality in handling sensitive financial information.
- Good communication skills and ability to work collaboratively in a team environment.
- Integrity, professional ethics, and a strong sense of responsibility.
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Driving Licence

Not Required

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