



# Job Description

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<b>Job Title</b> Manager - Treasury Back Office	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Manager	<b>Industry</b> Banking

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Banking: 3 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

Responsible for processing and settlement of treasury products including deal validation, accounting, documentation and settlement.

## Responsibilities

- To ensure all treasury activities are carried out in accordance with approved policies and guidelines.
- To work collaboratively with the business, acting as an escalation point for unresolved issues, provide specialist financial support and information that they value.
- To manage loan repayments, interest repayments and settlement of foreign exchange, interest rate swaps and other financial instruments.
- To manage operating bank activities including transaction processing, confirmation and settlement.
- To manage the opening, closing and maintenance of group bank accounts and the setup and maintenance of group operating and dealing bank mandates.
- To maintain the group online business banking platforms and treasury management systems ensuring the correct recording of all transactions and overseeing technical upgrades as required.
- To oversee monthly reporting on Treasury activities to the Head of Treasury, Chief Finance Officer, Risk and Chief Executive Officer.
- To ensure accurate accounting & reporting of Treasury transactions including month end close, reconciliations, Nostro and GL statutory accounts and notes to the year-end financial statements.
- To manage the Treasury internal and external audit processes and engagement with auditors.
- To assume responsibility of Treasury business continuity plan lead, risk register champion and integrated assurance champion.
- To work closely with Treasury Front Office to ensure operations run in line with policy and procedures.

## Education & Qualifications

- University degree or advanced diploma in Business Administration, Banking, Finance or related field.
- Master's Degree / Post Graduate diploma in related fields is an added advantage.

## Requirements

- At least 3 years working experience in the related field in the banking industry.

- Reconciliation of Nostro account
- Timely SWIFT authorization for all products
- TAT for service delivery

## Characteristics

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- Familiarity with industry practices and professional standards
- Report writing, effective communication and development skills
- Excellent communication skills.
- Integrity and professional ethics.
- Business acumen.
- Teamwork skills.
- Superior attention to detail in order to identify and correct risky practices
- Strong time management and organizational skills and able to meet deadlines
- Strong moral code and sense of ethics

## Reporting To

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Head – International Banking Department

## Driving Licence

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Not Required

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