Treasury Manager

Department: Finance

Hours of work: Full time/37 hours a week (part time considered)

Contract type: Open contract

Salary: £40,927 - £50,296 a year (reduced pro rata for part time working)
Main purpose of the role

The Treasury Manager is responsible for all aspects of treasury management. This includes cash management, short term cash investments, investment of endowment funds, covenant compliance, and preparation of both long term and short term cash flow forecasts, together with developing and implementing cash, investment and borrowing strategies to support the strategic plan of the University.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities
   - Developing, implementing, and operating the University’s cash, investment & borrowing strategies, understanding and proactively managing investment risks, and optimising cash investment choices & financial returns;
   - Managing the treasury activities including responsibility for cash management, investments, debts, banking arrangements, reconciliations, forecasting, and reporting;
   - Responsible for maintaining treasury policies & controls, overseeing day to day cash requirements, investment and banking matters, sterling money movements and foreign currency accounts; and ensuring that that both short and long-term cash requirements are understood;
   - Modelling, assessing and delivering on new loan/credit/funding arrangements that may be considered by the University;
   - Responsible for ensuring compliance with all loan and credit facilities including covenant monitoring and reporting and the management and monitoring of loan accounts, drawdown and repayments;
   - Developing and managing relationships with external third parties including bankers, investment managers, credit rating agencies, lenders, BACS, advisers, counterparties, card acquirers and payment pathway providers.

2. University of York Responsibilities for Grade 7

Service and Operational Delivery

- Contribute to operational leadership and decision making to shape the nature and level of professional and support services within your own area of responsibility.
- Line manage and lead the work of a team or section; optimise use of resources and ensure team objectives are met; set the overall direction and goals of the team.
- Accountable for delivery of a service for a large or complex area or across multiple service areas.
- Make effective use of digital solutions to carry out operational activity and lead the development of efficiency improvements.
- Provide support and encouragement for members of the team through effective leadership; demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement

- Review service / operational delivery, identify additional service requirements or shortfalls and develop innovative solutions to progress.
- Promote the improvement and efficiency of services by implementing and managing the review and improvement of service procedures.
- Review internal and external practice to identify and deliver opportunities for future improvements or efficiencies.
Apply expertise to identify, understand and propose resolutions for significant, long term or complex problems.

Proactively identify opportunities for building new personal knowledge and skills for self and others. For roles at this level with line management responsibilities, ensure training and development needs of the team are met.

Deliver knowledge sharing on specialist defined processes to the broader team and/or the University.

Specialist Contribution
- Act as a specialist point of contact for dealing with complex data and information sources, providing interpretation and analysis.
- Responsible for shaping the development and learning of others both within and outside of the team, through the design and delivery of training sessions.
- Provide expert professional subject expertise and problem-solving skills, sharing knowledge with the team as needed.

Collaboration and Communication
- Produce communications for promotional and reporting purposes, designing and structuring information and facts, applying creative and innovative principles to influence and engage.
- Actively participate in internal and external communities of practice and knowledge sharing with a view to inform and improve future service or operational delivery plans and development.

Governance and Oversight
- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards, ensuring appropriate controls and monitoring interventions are in place.
- Provide advice to stakeholders regarding compliance and regulations where there is a level of ambiguity or discretion to be applied.
- Horizon scan to understand emerging legislation and regulation and support consideration of the University's response.
- Where applicable to the role, take responsibility for health and safety considerations of the work environment, through the completion and implementation of risk assessments.

Planning and Organisation
- Responsible for the planning and organisation of the workload of the team across a range of activities, on a regular basis.
- Contribute to longer term planning requirements at operational and occasionally strategic level; make recommendations about future resource requirements.
- Lead large scale projects to facilitate major service or operational change.
## Person specification

<table>
<thead>
<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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</thead>
<tbody>
<tr>
<td>Professional treasury, banking or accounting qualification</td>
<td>Essential</td>
</tr>
<tr>
<td>Knowledge and understanding of the accounting practices and procedures used in a large complex organisation</td>
<td>Essential</td>
</tr>
<tr>
<td>Knowledge and understanding of appropriate treasury authorisation and control structures in a large complex organisation</td>
<td>Essential</td>
</tr>
<tr>
<td>Significant knowledge of investment portfolio, banking and financial instruments</td>
<td>Essential</td>
</tr>
<tr>
<td>Significant treasury and investment experience</td>
<td>Essential</td>
</tr>
<tr>
<td>Knowledge of Agresso or similar large financial system</td>
<td>Essential</td>
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</tbody>
</table>

### University of York Person Specification for Grade 7

**Qualifications:**

Level 6 qualification. (Qualifications at this level include a degree. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

**Skills - demonstrates the ability to:**

- Lead large-scale projects                                                   | Essential             |
- Gather, analyse, interpret and report complex data/information              | Essential             |
- Use digital technologies including Google applications and/or Microsoft Office | Essential             |
- Communicate to engage and influence others                                   | Essential             |

**Behaviours:**

- Works collaboratively with others                                           | Essential             |
- Delivers a quality service                                                  | Essential             |
- Develops self and others                                                    | Essential             |
- Actively champions respect, inclusivity, equality and diversity             | Essential             |
- Identifies and implements continuous improvement                            | Essential             |