



Job Details			
Job Title	Treasury Specialist	Division	Corporate Finance
Department	Finance	Section	Finance
Job Grade		Reporting To	Manager – Corporate Finance
Job Dimensions			
Number of Direct Positions Supervised	0	Total Number of Positions Supervised	0
Operating Expenditure (In Figures)	As per finance department operations	Capital Expenditure (In Figures)	As per finance department operations
To perform a variety of duties pertaining to EHC and subsidiaries banking needs, cash management, as well as to provide assistance to the Corporate Finance Manager by implementing and executing Group Financing strategies and Treasury Policy, including preparation of timely and accurate reporting of performance and results for stakeholders.			
Description		Key Result Areas	
1. Maintain and implement the “Treasury Manual/Policy” for EHC Group, to ensure compliance of practices with systems and procedures.		▪ Compliance with systems and procedures	
2. Placement, renewal, and monitoring of group fixed deposits to ensure optimum revenue for the companies		▪ Corporate and Corporate Finance performance reporting compliance.	
3. Oversee Group cash management strategy and preparation of cash forecasting models.			
4. Assist in the preparation of Treasury report and other reporting as required.		▪ Legal and statutory compliance.	
5. Perform advanced and / or specialized work that requires comprehensive knowledge of financial theory and principles by communicate with accounting, legal staff to ensure compliance with reporting procedures and accounting policies.		▪ Improved Individual performance	
6. Coordination with Government, Shareholders and Subsidiaries for revenue collections and subsidy receivables.		▪ Accurate anticipation	
7. Perform weekly/monthly monitoring of funding requirements for EHC and subsidiaries and prepare weekly, monthly, and yearly cash forecasts for the company, to ensure that the required cash forecasts have identified long and short-term cash arrangements.		▪ Weekly/monthly/yearly balances performed and reported according to schedules.	
8. Initially analyze corporate cash flows, examine the interest rate exposure of the firm, and suggest alternative investment avenues.		▪ Accuracy of financial information.	
9. To provide support to EHC subsidiary companies to improve their corporate finance / treasury process and procedures, templates, etc.		▪ Maximized gains from interest rates.	
10. Ensure prompt delivery of financial reports (Income Statements, Balance-sheets, Cash-flow, and summary reports) within the set deadlines to Bankers / Lenders / MOF as required.		▪ Business support	
		▪ Effectiveness and efficiency in duties.	
		▪ Compliance of contractual covenants.	
		▪ Reports produced according to Schedule	



		Reports produced according to Schedule.
11. Identify, Investigate, and rectify routine errors and anomalies in data and reports so that all financial data can be relied upon or escalate where appropriate		Accuracy of financial information.
12. Performing banking operations and managing EHC bank accounts and bank relationships,		Banking operations
13. Provide and coordinate with State and External Auditors for year-end closing as required		Compliance with Audit requirements
14. Assist Corporate Finance Manager in preparation, reviewing and finalizing of any financing transactions including Intercompany loans and banks borrowing documentation		Legal compliance
15. Supervise, guide, and support junior staff, as required		Subordinates' development.
Job Qualifications and Experience <i>(Technical know-how and experience required to execute the job)</i>		
Minimum Qualifications <i>(Educational Qualifications, Trainings or Certifications)</i>	- Academic: Graduate degree in Finance and Accounting and / or Business Management from an accredited educational institution. - Professional: professional accreditation is optional.	Professional Experience (as per approved HR Policy) +5 years of progressive professional experience in the Accounting and Finance field - minimum of 3 years' experience in the Treasury or Banking field. - Good experience in international accounting principles, applicable laws and regulations, and financial reporting practices. - Knowledge of ERP Oracle
Key Competencies & Proficiency Levels <i>(Knowledge, skills, and attitudes required to execute the job)</i>		
Competency		Proficiency Level
- Relationship Management (Shareholder, Lenders etc.) - Finance and Treasury - Teamwork - Problem Solving and Analytical ability - Communication Skills - Using IT Applications - Accounting principles and Standards - Understanding of Finance Strategy - Audit and Assurance - Electricity Sector Knowledge - Financial Risk Management		- Skilled - Skilled - Skilled - Skilled - Skilled - Skilled - Awareness - Awareness - Knowledge - Awareness - Awareness - Awareness
Communication and Working Relationships <i>(Frequent interactions required to execute the job)</i>		



Internal <i>(Within the company and EHC Group)</i>	▪ Group Chief Financial Officer ▪ Senior Manager Corporate Finance ▪ Manager Corporate Finance ▪ Other Senior Managers / Managers at EHC and Subsidiaries ▪ Internal Auditors	External <i>(Outside the company and EHC Group)</i>	▪ Banks, Financial Institutions, Lenders, Credit Rating Agencies ▪ MOF, AER, MOG - External auditors
Document Control			
Documented By			
Validated By		Version No.	
		Valid Until	

The job holder may be required to undertake additional responsibilities depending on Management and Business requirements.

Acknowledgement					
Employee Name		Employee Signature		Date	
Line Manager Name		Line Manager Signature		Date	
HR Manager Name		HR Manager Name		Date	