

## **Treasury Manager**

### **Qualifications:**

- Education : Master's Degree\* or Certificate in Leadership and Management from the Civil Service Commission
  - \* *A Third Level Eligibility is also sufficient for permanent appointment (CSC MC No. 14, s. 2006 and CSC MC No. 05, s. 2016)*
- Experience : At least 5 years of supervisory experience
  - At least 10 years of experience in the following areas: (1) financial management including information system and indicators, financial performance monitoring and evaluation system; (2) management of investments, revenue and cash, including determining and implementing financial risk mitigation measures; (3) determining a Corporation's investment position, recommending investments of liquid funds, monitoring the market, providing investments information and recommendations to Management.
- Training : At least 120 hrs. of supervisory/managerial training
- Eligibility : CS (Professional) 2nd Level Eligibility
- Preferred Qualification : A Certified Public Accountant

### **DUTIES:**

- Formulate and enforce budget policies, systems and procedures, including medium-term budgeting and annual corporate budget preparation, execution, monitoring and evaluation;
- Administer the annual corporate budget, including monitoring and evaluation of budget performance. Recommends measures in achieving corporate financial targets by effectively managing income and expenditures;
- Ensure accuracy and timeliness of financial and budget accountability reports in compliance with the Corporation's financial reporting requirement with regulatory bodies, Management and Board;
- Assist the Group Head in formulating and implementing policies, guidelines and procedures on the management of investments, revenue and cash, including determining and implementing financial risk mitigation measures;
- Determine the Corporation's investment position. Recommend investments of liquid funds. Monitor the market. Provide investments information and recommendations for consideration of Management;
- Develop and implement risk management and control mechanisms and measures;
- Formulate departmental plans consistent with the Sector's objectives and aligned with the corporate scorecard;
- Plan, direct, organize and supervise the day-to-day operations of the Department and formulate recommendations to achieve operational efficiency and effectiveness; and
- Perform other related functions as may be directed.