

Job Title: Treasury Officer

Role Purpose: Reporting to the Group Treasury Manager, you will provides support on a wide variety of Treasury related activities, in a growing and high performing Treasury team, with the day to day running of the Treasury functions, mainly cash management and loan servicing and produce accurate short term cash forecasts.



ABOUT THE ROLE

One of our core priorities across all parts of the business is delivering an excellent experience every time to every customer, internal and external. Our values are: deliver on promises; give respect; be accountable; show kindness. You will make them a central part of your work at Catalyst.

In particular:

- Liquidity management responsibilities – daily cash management and short term forecast;
- Treasury operational responsibilities e.g. payments (c. 400 pa), reconciliations, deal confirmations, static data maintenance, maintenance of loan mandates;
- Providing support with the Know Your Customer (KYC) process;
- Support to Treasury Manager and Analysts covering a variety of tasks and ad hoc projects;
- Regular dealings with banks and lenders;
- Effective at building relationships and working as a part of a team;
- Ability to demonstrate attention to detail and accuracy;
- Comfortable with adhering to strict deadlines;
- Must be well organised, proactive and able to balance priorities;
- Resolution of issues faced;
- Initiative, approachability and accountability;
- Personable, professional and able to demonstrate full commitment to exceptional customer care and service in all activities;
- Accountability, must take ownership of his/her outputs;
- Effective housekeeping of files and data.

About you:

You will be totally committed to delivering excellent customer experience – embodying our values every day in the way you deal with customers and colleagues.

- Experienced in cash management or other roles requiring numeracy;
- Experience of treasury and banking operations in a corporate environment;
- Housing Association experience;
- Clear communication both verbally and written;
- Working knowledge of excel (creating new spreadsheets and writing formulae, such as VLOOKUP)
- Sun / Q&A experience desirable;
- Professional qualifications or equivalent experience

Colleagues are responsible for their own health and safety, ensuring a safe working environment for everyone.