



Job Description

Functional Title	Treasury Operations Officer	Grade	OG-II to OG-I
Division	Finance	Function	Finance
Location	Head Office	Job Type	Permanent
Reporting (Direct)	Manager	Reporting (Dotted)	-

Position Summary:

The Treasury Operations Officer is responsible for managing day-to-day treasury operations, with a focus on cash and liquidity management, transaction processing, and post-trade settlement activities. The role ensures accurate and timely processing of payments, settlements, and treasury deals, while maintaining effective liaison with banks and counterparties. Covering financial instruments such as securities, derivatives, and foreign exchange (FX), the position plays a critical role in reconciliations, compliance with regulatory and internal controls, and risk mitigation. By ensuring smooth treasury operations, the officer supports optimal cash flow management and the overall financial stability of the organization.

Key Responsibilities:

- Cash & Liquidity Management: Monitor daily cash positions, prepare cash forecasts, manage bank accounts, ensure adequate funds for obligations, and optimize cash balances.
- Transaction Processing: Handle daily processing, confirmation, and settlement of treasury deals (e.g., money market, securities, FX, derivatives) and payments.
- Reconciliation: Perform daily reconciliations of cash, securities, and trade activity with internal records and external parties.
- Bank & Counterparty Liaison: Manage relationships with banks, custodians, and counterparties, ensuring smooth communication and timely confirmations.
- Reporting & Compliance: Prepare daily/monthly reports, ensure adherence to regulatory guidelines (e.g., SBP, RTGS), and manage SWIFT/AML compliance.
- System & Project Support: Assist in implementing new treasury systems, instruments, and projects.





Job Description

Position Specification(s):

Minimum Qualification	Minimum Bachelors preferably Master
Experience	3-5 years in relevant Experience
Competencies Required:	Proficient with Microsoft Office,

Employee Name & Signature

Date:

Dept. / Div. Head (Sign & Stamp)

Date:

