securing your future

Job Description

Job Title	Investment Officer - Treasury
Grade	3A
Business Unit	Investment Department
Reports to	Manager Treasury & Fixed Income
Location	Head Quarters

Job purpose

To provide support to the Investment Division in managing the efficient utilization of cash and financial services according to the FNPF Act and Policies. Play a key role in assisting with the Fund's cash requirements on a day-to-day basis and also prepare Cashflow reports and analysis for the Main FNPF Fund, Retirement Income Fund (RIF) and Special Death Benefit Fund (SDB)

Duties and responsibilities

- Prepare daily bank balances report and make recommendations:
  - Transfer of funds within various FNPF bank accounts namely the member withdrawal, RIF, SDB, operating and investments accounts.
  - Analyze and anticipate the company's need for cash transfer to ensure that adequate funds are available in the various bank accounts to meet the operational needs.
- Prepare cheques or Bank Transfers authorized by various Investment Portfolio Managers:
  - These would include cheques for new investments of the Treasury, Fixed Income, Equities, Properties and the Commercial Loan related payments.
- Establishing and maintaining systems and procedures for monitoring the banks daily inflow and outflow of cash:
  - Prepare daily, weekly and monthly cashflow reports from the reports submitted by Cashiers, Finance Payment Officers, Member Benefits Payments Team, and Pension Payments Team for main FNPF Fund, Retirement Income Fund and Special Death Benefit Fund
  - Prepare and verify the daily bank balances, daily receipts and payments into the Daily Dashboard report and release it to Manager Treasury.
  - Update investment records for daily credit limits and identify Breaches to Manager Treasury.
- Assist in compilation of monthly Offshore Cashflow Report:
  - Prepare and verify offshore bank balances, receipts, payments and prepare payment instructions for offshore payments through uploading on custodian online portal.
- Assist in preparation of Key Disclosure Summary Report for horizontal comparisons across the industry and monitor the bank performances.
- Assist Manager Treasury with the FNPF Banking arrangements for main FNPF Fund, Retirement Income Fund and Special Death Benefit Fund.

- Reconcile and verify interest earned from FNPF cash held with the banks for all Funds
- Assist to seek quotes, analyze and recommend placement of local Term Deposits with the local Banks.
- Assist in data entry for new term deposits placement in the GTreasury system.
- Assist in Offshore Term Deposits placements and obtaining quotes from the financial institutions.
- Assist Manager Treasury with the preparation of Stress Test report for the FNPF Investments Portfolio.
- Assist in preparing the Assets and Liability Management Report.
- Assist Manager Treasury with day to day bank queries.
- Assist in compilation of monthly Cashflow Report for FNPF, RIF and SDB.
- Assist in compilation of monthly Investments Income Report.
- Assist in Annual Funding Plan (outflows) in comparison with inflow.
- Assist Manager Treasury in preparation of FY Investments Budget for main FNPF Fund, Retirement Income Fund & Special Death Benefit and monitoring the same:
    - Liaise with relevant Departments & Business Unit's for their projected cash inflows/outflows and income.
- Assist in preparing Quarterly Treasury report for the Board Investments Committee.
- Assist as a Foreign Exchange Dealer to coordinate and execute foreign exchange deals:
    - Execute FX trades (online or telephone based) and facilitate settlements of such transactions.
    - Prepare daily Exchange Rate tracker to track rates and monitor the movements and impact on FNPF Investments Portfolio.
- Assist in analyzing bank reconciliations of the Investments bank accounts to ensure accuracy, completeness for Treasury Cashflow reports.
- Preparation of monthly reports to Management and Finance Department for main FNPF fund, Retirement Income Fund and Special Death Benefit Fund:
    - Payments and Deposits Schedule Reports due on the 16th and 1st of the month.
    - Monthly Offshore Cash and Term deposit report.
    - Local Term Deposit Valuation Report.
    - Income and Maturities Dues Report for Local Term Deposit
    - Bank Interest Income Report

- Perform any other duties as assigned by the Manager.
- Assist in Internal and External Audits.

Education & Experience

- Degree in Finance, Accounting, Economics or Business Administration field from a recognized institution.
- At least two (2) year's hands on experience in Treasury or Cash Management related field.
- Membership of a Professional Society of Finance or Investment.

Key Competencies

- Knowledge of Fund Management.

Communication

Must have good written and communication skills and good working knowledge of the organization.

Problem solving

- Developing creative, innovative and practical solutions.
- Showing independence and initiative in identifying and solving problems.
- Notices discrepancies and inconsistency in available information.
- Identifies a set of features, parameters or problem by breaking it down into account in analysing a situation or making decisions.
- Approaches a complex task or problem by breaking it down into its component parts and considering each part in detail.
- Weighs the costs, benefits, risks and chances for success in making a decision.

Initiative and Enterprise

- Develops program and resource plans and budgets for projects or units.
- Monitors expenditures and resources to ensure spending is within allotment.
- Complies with administrative controls over funds, contracts, and procurement to prelude fraud or mismanagement of resources.
- Monitor and verifies ongoing cost effectiveness.
- Ability to identify and cease investment opportunities.
- Strong financial discipline to minimize cost of investment.

Planning and organizing

- Know and understand the objective of the organizations.
- Formulate Action Plans to achieve Unit Targets.
- Implement Action Plans and continually monitor performance.
- Carefully weighs the priority of things to be done.

Technology

- Must have good PowerPoint skills,
- Must have extensive Excel and Word knowledge and other MS Office products.

Business Acumen

- Understanding and utilizing economic, financial, and industry data to accurately diagnose business strengths and weaknesses, identifying key issues, and developing strategies and plans.
- Precision in interpretation of business performance and ability to project future results.
- Ability to identify and cease investment opportunities.
- Strong financial discipline to minimize cost of investment.

Reporting Structure

Direct Reports: None

Indirect Reports: None

Authority Levels

Financial: None

Staff: None

Contractual: None

No authority to sign on external correspondences on behalf of the Fund.

Internal & External Contacts

Internal Contact

- Investment Management & Team
- Function Heads- Finance

External Contacts

- Commercial Banks
- Financial Institutions
- Reserve Bank of Fiji
- External Auditors
- GTreasury

Working conditions

The incumbent may be required, to from time to time, to work late hours or during weekends, including travelling to other FNPF branches & agencies or, to work in other functional areas for job rotation for developmental purposes.