
Position Title: *Treasury Analyst*
Department: *Administration - Finance & Administration*
Immediate Supervisor: *Manager, Finance*

Nature and Scope

The Treasury Analyst supports the development, implementation and maintenance of treasury and asset/liability management practices for Island Savings by providing quality financial analysis, treasury, and accounting support to the Finance department through the completion of financial and treasury related duties.

Major Responsibilities

1. Interest and Foreign Exchange Rates

- *Responsible for maintaining and distributing interest and foreign exchange rate bulletins offered by Island Savings.*
- *Assist the Manager, Finance with discretionary rate management and approval to Branches and authorizes additional discretion where appropriate based on member relationship and business needs.*
- *Conducts audits of interest rate exceptions and provides suggestions and recommendations for improved internal control environment over interest rates.*
- *Provides support for the validation and reconciliation of T5's and patronage rebates payments.*

2. Treasury Support

- *Maintains the investment portfolio and conducts transactions including liquidity deposits held at CUBC as required by regulations. Ensures the investment portfolio is optimally structured within investment guidelines in the Investment and Lending Policy.*
- *Maintains the borrowing position and conducts transactions to ensure these positions are maintained within the risk parameters established in the Investment and Lending Policy.*
- *Reviews the foreign exchange positions and conducts transactions to ensure these positions are managed within the risk parameters established in the Investment and Lending Policy.*
- *Maintains the external reporting requirements as required for the liquidity management program, including reporting required for the mortgage securitization programs.*
- *Assist the Manager, Finance with documentation, validation and testing requirements for hedge accounting standards.*
- *Prepares the quarterly interest rate risk report required by regulatory authority.*

3. Financial Analysis

- *Assist the Manager, Finance with financial analysis in support of business cases when required, employing measurements such as present value of cash flows, return on investments, etc.*
- *Assist the Manager, Finance with financial analysis to support the Asset/Liability modelling data and assumption requirements. Accountable for ensuring the data provided to the Asset/Liability model is accurate and complete and conducts analysis to determine reasonability of modelling assumptions.*
- *Provides analysis and support in the development of new deposit or lending products in conjunction with the Marketing and Communications department. Advises on product structuring, rates and promotion opportunities.*

4. Financial Performance Measurement and Reporting

- *Provides monthly reporting on incentive results achieved by each sales leader.*
- *Provides support for the development of financial performance measurement and reporting systems, including research and assessment of cost accounting principles (funds transfer pricing, activity based costing, operating overhead applications etc.)*
- *Assist the Manager, Finance with product and member profitability analysis & reporting. This will involve being responsible for the administration of the databases being utilized and ensuring the integrity of the data through quality assurance testing.*
- *Provides support for the Transfer Pricing reporting system, including transfer rate maintenance.*
- *Conduct profitability analysis including the varied facets of organizational, product and member profitability. Provide suggestions and recommendations to change or improve the design of the profitability system.*
- *Assists with budget preparation and compilation responsibilities as identified in the annual budget plan prepared by the Vice President, Finance.*

5. Contribution to Finance Team

- *Participates as a member of the Finance team in determining plans and priorities and coordinating efforts and resources.*



Position Profile

Treasury Analyst

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Approved By:

Fred Llan, SVFF&A

Page:

2 of 3

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- *Maintains and updates documentation of existing and proposed procedures, identifies opportunities to streamline or increase effectiveness and provides input into development and/or strengthening of financial policies and internal controls.*
 - *Within overall responsibility areas, identifies anomalies and/or trends requiring further analysis.*

Knowledge and Skills

Education:

- A professional Accounting designation (CA, CGA or CMA) or experienced upper level student.
- Other post-secondary education is an asset.
- Ongoing upgrading of knowledge through completion of internal and web-based courses is required (e.g. Privacy, Money Laundering, new products/campaigns etc.)

Experience/Skills:

- 4 to 6 years related and progressively responsible experience in financial services environment
- Proven skills in internal relationship building; recognition as a top performer in their field
- Strong speaking/listening and written communication skills, as well as good presentation skills
- Attention to detail balanced with the need to provide a quality product within strict timeframes; priority on doing it right the first time and, when required, fixing it right for the client/member
- Excellent analytical and problem-solving skills are required - ability to define problems, collect data, establish facts and draw valid conclusions
- Strong conceptual skills - ability to see larger implications and trends and draw logical conclusions or recommendations
- Excellent ability to understand and interpret complex financial records and statements
- Technologically adept with accounting software as well as proficient in all MS Office products; experience with banking software an asset

Knowledge:

- Strong knowledge of financial accounting and treasury management principles and practices as they relate to a financial institution
- Knowledge of regulatory, procedural and privacy requirements related to accounting within a financial institution
- Knowledge of legislation and regulations governing a Credit Union
- Strong knowledge of Island Savings' investment policies and rate structures as well as asset and liability management and liquidity concepts
- Knowledge of the accounting systems and processes within Island Savings as well as business and sales protocols
- Strong understanding of Island Savings' financial statements

Relationships

Internal:

- Staff within Administration up to and including Senior Executive members
- Management and sales leaders within the branches and agencies

External:

- Credit Union Central of BC
- Representatives of regulatory agencies
- Internal and external Auditors
- Asset / Liability Management Consultants

Effort

- Work normally requires a low level of physical effort in bending, lifting
- Work normally requires a moderate level of manual dexterity for keyboarding
- Work normally requires a high level of mental effort in reading, analyzing data, resolving problems, creating written documentation, meeting deadlines, handling multiple demands and repetitive tasks amid constant interruptions and distractions
- Work normally requires a moderate level of visual effort in operating PCs/other office equipment.

Working Conditions

- Generally works in a private office.
- Due to the accounting cycles affecting year-end and other high-demand times, flexibility in meeting these demands of the job is required.