

Job Description – Treasury Officer

Role: Treasury Officer

Reports to: Head of Treasury and Data Strategy

Salary: £33,952

Hours: Full time

Location: Cheadle Royal Business Park / Hybrid /Agile Working

Key Relationships: C-Suite, Board of Directors, Audit and Risk Committee, External Stakeholders, Management Team.

Who we are:

No1 CopperPot Credit Union is a not-for-profit organisation, exclusively for the Police community and owned by its members. No1 CopperPot makes it simple to save, provides affordable loans and can help a member buy or remortgage their home. Here's why you'll love working with us and what we need from you.

Role Overview:

The Treasury Officer reports to the Head of Treasury and Data Strategy and oversees the Credit Union's cash flow, liquidity, and financial risk by managing daily activities such as cash management and investments. The responsibilities also include forecasting cash requirements, maintaining banking relationships, analysing financial markets, and ensuring compliance with financial policies and regulations to support business operations and the long-term strategy of the Credit Union. Provides support to the CFO and Finance and Facilities Manager in delivering financial reports, Board reports, management information, statutory accounts, regulatory reports, budgets and strategic projections.

Your Key Responsibilities:

Responsibilities

- Manages the processes for the treasury management function compliant with the Financial Risk Management Policy and any regulatory requirements whilst delivering the best returns on the investments in surplus cash.
- Manages the liquidity stress testing model to manage the Credit Union's liquidity risk.
- Production of treasury management information to enable informed investment decisions by the Senior Management Team as well as any Board reports required on the treasury function.
- Responsible for managing relationships with third party counterparties and performing regular due diligence checks by reviewing the latest financial statements and any other relevant material.
- Supports the Treasury and Data Strategy Manager and CFO for ALCO meetings, preparing and issuing papers and data in a timely manner.
- Ensure treasury and risk processes are efficient and implement any improved processes, including documentation of new procedures.
- Support the monthly and year-end financial reporting process for presentation to the Senior Management Team and Board of Directors.
- Assist with the development of financial and treasury management Power BI information.

- Develop good working relationships with internal and external audit and act as a point of contact.
- Review treasury processes on a regular basis to ensure these are being completed in an efficient manner, using AI where appropriate and in line with the Credit Union's policies.
- Supporting and working alongside the Finance and Facilities Manager e.g. payment of invoices, credit card reconciliations, regulatory returns, bank reconciliations etc.

What we need from you:

The Treasury Officer will be responsible for managing the Credit Union's treasury function and requires a strategic thinker with strong analytical capabilities. The post holder must be able to prioritise workloads efficiently and maintain high levels of accuracy. The role also involves providing support to the Finance and Facilities Manager in month end and year-end financial processes.

Qualifications and Skills you will bring to us:

- Finance qualifications or experience working in a financial environment would be preferable although not compulsory.
- Proficiency in the use of Microsoft Excel.
- Experience of Microsoft Power BI would be a preference.
- Ethical, trustworthy, and committed to maintaining financial integrity.
- Collaborative team player who can work across departments.

Effective Communication

Communicates effectively both verbally and in writing

Openness to change

Recognises and responds to the need for change and uses it to improve performance

Personal Responsibility

Takes personal responsibility for making things happen and achieving required results

Planning & Organising

Plans, organises and supervises activities to ensure efficient and effective use of resources

Problem Solving

Gathers information from a range of sources. Analyses data to identify problems and issues

Respect for Diversity

Considers and demonstrates respect for others irrespective of position, background, status, etc

Team Working

Develops strong working relationships within and outside own team to achieve common goals.