

Position Description

Treasury Analyst (fixed term)



The Cooperative Bank

Our purpose

Our long-term aspirations are to develop more long-term value-based relationships with our customers, and for our people to grow and develop so that they are better off working at the Co-operative.

Our values

Our values represent who we are, how we think, and how we behave to bring these to life every day. You'll demonstrate behaviours that define our core values and support an inclusive culture with a strong teamwork spirit.



About the team

The Finance Team are the crucial link between the numbers and our stakeholders. Finance is responsible for producing monthly accounts, reporting to our senior leadership team, external regulatory reporting, the production of the half yearly disclosure statement and our Treasury function. Our small Treasury team are responsible for the long-term investing and funding strategy for the Bank.

The Treasury team sits within the wider Finance team and consists of the Treasurer, Assistant Treasurer, Treasury Analyst and Securitisation Assistant.

Purpose of this position

The key focus of this position is to assist in the effective management of the Treasury operation for The Co-operative Bank. This position reports to the Treasurer and involves the day-to-day responsibilities of the Treasury operation.

This specifically includes the following key responsibilities:

Managing the:

- Daily cash position
- Short term Treasury assets

Assist Treasury in managing the:

- Longer term Treasury assets
- Interest rate and FX derivatives
- Wholesale debt
- The warehouse and bond trusts
- Quantifying the financial risks of The Co-op Bank (interest rate, liquidity, counterparty, FX, capital adequacy), and assist Treasury in managing them.
- Assist Treasury in the management of external and internal relationships.
- Assist Treasury in providing useful and timely reporting to internal and external parties.

Position reports to: Treasurer

Challenges and opportunities of this role

This area is to focus on the key areas that are the most challenging to navigate but also most important to get right for this position, within our operating environment.

- Identification of any operational and compliance issues regarding Treasury financial risks, cash management, Treasury investments, the securitised loan arrangements and debt securities.
- Able to assist Treasury with managing the balance sheet positions, given the potential financial impact of poor decision making.
- Time management, planning and coordination.

How you will contribute:

What you'll do	Success will mean
Risk Management	
<ul style="list-style-type: none"> • Manage the daily cash position of The Co-op Bank. • Arrange the sale and purchase of Treasury assets within Treasury Policy limits. • Assist Treasury in managing the interest rate and FX derivative positions. • Assist Treasury in managing the wholesale debt. • Quantify the financial risks of The Co-op Bank (interest rate, liquidity, counterparty, capital adequacy and foreign exchange rate). • Assist Treasury in managing the financial risks of the bank. 	<ul style="list-style-type: none"> • Optimal overnight cash balances. • Accurate quantification of the balance sheet risks. • Balance sheet risks are managed • No policy breaches

What you'll do	Success will mean
<ul style="list-style-type: none"> Have a good understanding of Bloomberg and GTreasury. 	
Warehouse & Bond Securitisation Trusts	
<p>Assist Treasury with:</p> <ul style="list-style-type: none"> Administering the cash flow waterfalls of the warehouse trust and bond trusts. Administering the loan portfolio of the warehouse and bond trusts. Administering the funding of the warehouse and bond trusts. Administering the interest rate risk of the warehouse and bond trusts. 	<ul style="list-style-type: none"> No breach of portfolio or legal requirements. The warehouse funding facility is efficiently managed. The warehouse and bond trust loan portfolios are maintained.
Treasury Reporting/Systems	
<ul style="list-style-type: none"> Assist Treasury in provide accurate and timely internal reporting to ALCO, Senior Management, and the Board. Assist Treasury in providing accurate and timely external reporting to the RBNZ, credit rating agencies, bank debt providers, and the trustee. 	<ul style="list-style-type: none"> Reporting is clear, concise and meets stakeholder needs.
Other Accountabilities	
<p>Support the Assistant Treasurer and Treasurer</p> <p>Assist Treasury to address audit concerns.</p> <p>Assist Treasury in the management of external and internal bank relationships.</p> <p>Undertake other duties consistent with the scope of this position description and other tasks as requested by the Treasurer.</p>	<ul style="list-style-type: none"> Improved internal audit rating. Maintain good relations with the bond investors, the trustee, credit rating agencies, banks, the RBNZ, backup servicer and trust manager. Teamwork is well-integrated and team goals are achieved. Demonstration of behaviours that define our core beliefs H&S good practice and compliance supports a safe workplace.

What you'll do	Success will mean
<p>Works collaboratively with other members of the Finance Team.</p> <p>Complies with Health & Safety requirements, including practicing safe work methods, and helping management eliminate workplace hazards.</p>	
Healthy and safe work environments	
<p>Follow all health and safety policies, standards, emergency procedures and plans.</p> <p>Participate in health and safety activities, training and meetings as required.</p> <p>Reports hazards, near misses, injuries, incidents, and ideas for continuous improvement.</p> <p>Cease work if an unsafe situation arises and seek assistance.</p>	<ul style="list-style-type: none"> • Having healthy and safe ways of working. • All workers feel empowered to and aware of opportunities to participate in health and safety activities. • Our people can easily report hazards, near misses, injuries, incidents, and ideas for continuous improvement. • Workers stop work if they feel unsafe and connect with their people leader or other workers for assistance.

Decision making and responsibilities

a) Decisions and/or financial accountabilities:

- Short term Treasury investments within policy limits.

b) Actions and decisions that are recommended to a higher level of management for approval:

- Longer term Treasury investments.
- Acquisition of interest rate derivatives.
- Wholesale funding in the securitised trusts
- Acquisition of FX derivatives.
- Any other material issues (e.g. notifying any breaches of policy)

Dimensions

c) Financial and other business dimensions of the part of the business this role is responsible for or contributes to:

- | | |
|------------------------------|----------|
| • Loans | • \$3.2b |
| • Retail deposits | • \$3.1b |
| • Treasury assets | • \$247m |
| • External wholesale funding | • \$140m |
| • Securitisation bonds | • \$337m |

- Net Interest Income budget
- Interest rate swaps portfolio
- \$86.9m
- \$2.0b

Qualifications and experience

- Up to 2 years' experience in a Treasury/Finance role.
- A finance or accounting degree is required.
- Treasury systems knowledge is useful but not required (e.g. Bloomberg, GTreasury).

Skills and attributes

Technical Skills

- Demonstrated strong analytical and modelling skills.
- Sound problem solving skills (identification, evaluation, coming up with solutions).
- Accurate, attentive to detail and systematic.
- Good reporting skills.
- Results orientation - time management and planning skills.
- Sound working knowledge of Microsoft suite of products, especially excel.
- Verbal and written communication skills.
- Presentation and interpretation skills.

Personality Attributes

- The candidate will have the ability to work well in a team.

Leadership Skills

You will be expected to demonstrate behaviours from our Leadership skills framework through your actions, the way you work and how you work with others.