

## Role Profile

<b>Job Title</b>	Finance Officer – Treasury		
<b>Reporting into</b>	Head of Treasury		
<b>Directorate</b>	Corporate Services	<b>Working Style</b>	Hybrid/Office
<b>Responsible for</b>	N/A		
<b>Level of Work</b>	Level 1 - Team Member		

### Summary of Role:

As Finance Officer - Treasury, you will support the Treasury function with the administration, accounting and cash management tasks required to ensure compliance with organisational policy and external stakeholder requirements.

You will also play a key role supporting the security valuations and maintaining the security register of charged properties.

This role will provide administrative and accounting support to a high standard of accuracy and efficiency whilst developing a wider skill set in financial control, project co-ordination and financial analysis.

### Key Areas of Responsibility:

- Assist in all areas of accounting including posting of settled transactions, month end postings and ledger reconciliations.
- Carry out administration relating to the company's bank accounts, including mandate controls, reconciliations, ensuring balances are loaded into the Treasury Management system.
- Lead on weekly loan portfolio administration including validating loan and swap payments to lender notices and administration of the Treasury Management System and ensuring all payments are prepared and approved under strict timelines.
- Carry out daily cash management in line with our counterparty and liquidity management policies and take responsibility for ensuring cash movements are as expected at close of Business.
- Assist in the preparation of the weekly liquidity forecast and monitor available undrawn facilities.
- Assisting the development team and legal team with the charging of properties for loan security and maintaining the register of charged assets.
- Maintain high levels of quality and data accuracy.
- Provide excellent customer service to both internal and external customers and monitor and review to continuously improve processes to ensure providing the best service.

### Skills, Knowledge and Experience:

Skills, knowledge and experience required for a Level 1 - Team Member role, along with the below role specific requirements:

- Good level of knowledge of accounting, cash management and financial administration processes.
- Good level of knowledge and experience of MS Excel.
- Good attention to detail, able to work accurately, with good numerical skills.
- Ability to work under pressure to achieve tight deadlines with a willingness to be flexible.
- Ability to contribute to a team environment.
- Ability to plan own workload; manage competing priorities whilst maintaining a high quality of work.
- Good communication skills to liaise with a wide range of internal and external stakeholders, ensuring consistency of approach across LiveWest.
- Experience of working within a Finance Team.
- Strong administration skills.











**Professional/Vocational/Academic Qualifications:**

- AAT working towards, or fully qualified and/or relevant equivalent expertise through experience.
- Commitment to continuous professional development.

**Safeguarding and Lone Working:**

- N/A

**Values and Behaviours to be demonstrated in this role:**

We are customer focused	We challenge convention	We deliver together
 <p><b>We are committed to safety</b> <i>We operate safely, and are committed to ensuring the safety and wellbeing of others</i></p>	 <p><b>We keep learning</b> <i>We know the business, are commercially astute and an SME in our field</i></p>	 <p><b>We manage ourselves</b> <i>We take accountability for our own performance and actions</i></p>
 <p><b>We listen and take account of customer views</b> <i>We put the customer at the heart of what we do</i></p>	 <p><b>We do the right thing</b> <i>Operates fairly and respectfully, expects the same from others, and focusses on the right stuff</i></p>	 <p><b>We collaborate with others</b> <i>Works effectively with others to achieve goals</i></p>
 <p><b>We get things done</b> <i>We have personal drive and deliver to a high standard, on time</i></p>	 <p><b>We innovate and improve</b> <i>We constantly seek to improve the way we do things</i></p>	 <p><b>We lead and inspire</b> <i>We get the best out of others by providing strong and flexible leadership</i></p>
 <p><b>We communicate effectively</b> <i>We ensure effective flow of information and ideas</i></p>		

The above criteria are considered essential unless indicated as desirable (D)

Please refer to the levels of work framework for the generic responsibilities, experience, skills and qualifications required for all roles at this level.

You are expected to work within the guidance set out in LiveWest's policies and that you comply with the confidential nature of some processes in line with the General Data Protection Regulations 2018. Confidentiality can only be maintained when someone is not at risk. Any child protection or vulnerable adult concerns should be reported to the line manager immediately.

This list is not exhaustive and you will be expected to perform different tasks as necessitated by your changing role within the organisation and overall business objectives and values of LiveWest.