

Job Title:	Trade Finance & Treasury Operations Manager	Reports to:	Head of Operations
Unit:	Trade Finance & Treasury Operations	Department:	Operations
Grade:		Date:	
Job Holder:		Supervisor:	
Signature		Signature:	

Job Purpose Statement	
The role holder efficiently and accurately processes and checks various treasury & trade transactions for Bank customers, in accordance with the applicable procedures, rules and Policies, agreed service standards and operational instructions of the Bank.	
Key Responsibilities	
<p>Trade Finance Operations</p> <ul style="list-style-type: none"> ▪ Checking of documentations submitted for trade transactions to confirm completeness and conformity to the Bank's requirements ▪ Maintaining of trade finance files by ensuring that proper filing is done to ensure smooth retrieval of any file needed ▪ Maintenance of trade finance registers & schedules ▪ Attending to correspondences (internal and external) ▪ Responding to open items on reconciliation statements ▪ Ensure prompt review and submission of both regulatory and internal returns periodically ▪ Handling of trade transaction documents and liaising with customers to ensure prompt release of the same ▪ Resolution of issues in relation to trade transactions ▪ Monitor and ensure compliance with regulations in transaction processing ▪ Facilitate and assist in Trade Finance product development and knowledge dissemination across the bank ▪ Ensure adequate and excellent record keeping is maintained <p>Treasury Operations</p> <ul style="list-style-type: none"> ▪ Checking and verification of vouchers relating to interbank and client forex transactions and booking the deals in the system ▪ Checking and verification of SWIFT messages to facilitate funds transfers & deal confirmations and other messages incidental to forex transactions and money market/ interbank deals ▪ Ensure prompt settlement of deals to/ from counterparties within stipulated cut-off times ▪ Ensure that SWIFT messages are downloaded and actioned on a daily basis ▪ Daily rates maintenance in the system 	

- Review of reconciliations for the various NOSTRO accounts maintained by the bank
- Prompt resolution of open items in the NOSTRO reconciliations
- Maintenance of departmental registers & schedules
- Ensure that all queries from banks and customers (e.g., non-receipt of outward transfers) are promptly investigated and resolved within stipulated TAT's
- Investigation on default/penalty claims by other banks and computation & generation of default/ penalty claims to other banks for non-settlement
- Review and submission of the various departmental reports (both CBK and management)
- Ensure proper records for departmental transactions are maintained

Payments Operations

- Prompt processing of incoming payments within the agreed SLA.
- Prompt processing of outgoing RTGS and TT transfers as received by the branches.
- Settlement of KRA payments via swift.
- Processing of swift payments received from other departments like finance, Card operations
- Review and implement robust unit SOPS that ensure full compliance with regulatory requirements
- Any other duties as assigned by the line manager.

Our Values

- Innovation and Creativity
- Integrity
- Passion and Commitment
- Customer Service Excellence
- Transparency and Accountability
- Team Work

Job Specification

Reporting Relationships: jobs that report to this position directly and indirectly

Functional Reports	N/A
Administrative Reports	N/A

Stakeholders: key stakeholders that the position holder will need to liaise/work with to be successful in this role.

Internal	COO Branch staff
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	Operations staff Business staff
External	CIB customers CBK

Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make (Indicate if it is Operational, Managerial or Strategic)

- Operational – Recommend
- Managerial – Recommend

Ideal Job Competencies: Technical Competence	
▪ Excellent customer service disposition	▪ Good treasury products and operations knowledge
▪ Professional conduct	▪ Good accounting & reconciliations knowledge
▪ High level of integrity/ Sense of responsibility	▪ Good knowledge of international payment systems
▪ Numerate skills	▪ International law, conventions customs and practices of International Trade
▪ Attention to detail	▪ International banking operations
▪ Fast and error free processing	▪ Trade Finance product knowledge
▪ Ability to work under pressure	▪ International Trade regulatory knowledge
▪ Ability to work under pressure ▪ Good documentation and process management skills	▪ Good knowledge of international payment systems and conventions
▪ SWIFT proficiency	

Ideal Job Competencies: Behavioral Competence	
▪ Team spirit	▪ Integrity
▪ Excellent communication, presentation, and interpersonal skills	

