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POSITION DESCRIPTION

Treasury & Investments Analyst

Faculty/Division	Division of Operations
Classification Level	Professional 7
	G - Administrative, Clerical, Computing, Professional & Research Staff
Hours & Span (Category)	
Position number	00050860
Shiftwork status	NOT SHIFTWORKER
Allowances	Click or tap here to enter text.
On call arrangements	Click or tap here to enter text.
Original document creation	1 August 2024

Position Summary

The Treasury, Investments and Insurance team provides strategic and operational management of the University's cash, long and short-term investments, protection of the financial value of its physical assets, and financial protection against public and professional liability claims against the University and its staff, through the procurement and management of effective insurance policies.

The Treasury & Investments team is responsible for:

- managing day-to-day cash flows and related banking facilities
- managing the execution of authorised financing transactions
- implementing and managing the ongoing administration of the decisions of the UNSW Finance Investment Sub-committee

The Treasury & Investments Analyst supports the Treasury & Investment Manager in delivering high quality forecasting, reporting and analysis for the effective management of the treasury and investments functions and ensuring the accurate and timely recording of treasury and investment transactions in accordance with the relevant accounting standards and UNSW policies.

The role of Treasury & Investment Analyst reports to the Treasury & Investments Manager.

Accountabilities

Specific accountabilities for this role include:

- Manage the University's cash flow forecast model to assess daily/monthly cashflow needs and ensure compliance with Finance Policy, including reviewing and analysing input data sourced from various teams and scenario modelling to contribute to management decisions.
- Accurately record Treasury and Investment transactions in the Treasury Management System (TMS)
- Provide expertise on TMS and NS Financials system processes, enhancements and upgrades
- Complete the month end and year end accounting process for the TMS and ensure the accuracy of information recorded in the General Ledger
- Maintain records of approved foreign exchange transactions, including liaising directly with stakeholders relating to foreign exchange exposures
- Prepare and maintain daily and monthly cash position reports accurately reflecting the cash, debt and investments held by UNSW
- Develop and coordinate solutions for the accounting of treasury and investment transactions, including complex investment structures
- Develop proposals or recommendations that coordinate the interests of separate work units or contributors and share some accountability for the decisions taken
- Assist the Treasury & Investments Manager in implementing the investment decisions of the UNSW Finance Investment Sub-Committee
- Administer the settlement of treasury transactions via the banking portal and manage the back-office function providing the University's settlement instructions to the investment custodian
- Provide analysis and coordinate the contribution of key stakeholders at the request of the UNSW Finance Leadership Team to support effective management decision-making and drive efficient business outcomes
- Proactively initiate and drive continuous improvement across business processes and controls, management systems, and reporting tools to ensure better practice and efficient process
- Develop and maintain an in-depth understanding of how the operational duties performed relate to the activities of stakeholders within the scope of the position, broader Finance and the University to ensure operational processes are carried out smoothly from end to end
- Contribute to the planning, review, development or modification of Treasury and Investment procedures (within policy)
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

- Relevant tertiary qualification with subsequent relevant experience in a complex treasury or related finance function of a large complex organisation or equivalent competence gained through any combination of education, training and experience.

- Demonstrated experience in technical accounting including knowledge of transactions involving financial instruments and foreign currency, investments and cash management and skills to apply relevant Australian Accounting Standards and interpretations to Treasury and Investment transactions.
- Demonstrated success in analysing and resolving complex financial matters including cash flow forecasting to ensure continuous improvement of processes in line with relevant policies.
- Proven ability to clearly communicate complex financial concepts to non-financial professionals orally and in writing, and strong interpersonal and stakeholder management skills.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Demonstrated experience in delivering customer/client needs in a client focussed workplace, and ability to deal with a variety of stakeholders at all levels.
- Experience working with a range of computer systems and applications, including a treasury management system and a financial information services system
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.