

<b>NAME:</b>			
<b>JOB TITLE:</b>	TM FOREIGN OPERATIONS	<b>REFERENCE INDICATOR:</b>	
<b>DIVISION</b>	OPERATIONS	<b>DEPARTMENT/ UNIT:</b>	HEAD OFFICE
<b>JOB GRADE:</b>		<b>VERSION NO.:</b>	1.0

**JOB OBJECTIVE(S)**

- Excellent and effective of management of Treasury Operations.

**DUTIES & RESPONSIBILITIES**

- Reconciliation of our BOT TZS and USD accounts.
- Ensuring that all FX deals are accurately booked in FT.
- Verification/Acceptance of Money Market deals, T-Bills booked into Finacle Treasury.
- Input of EOD Exchange rates in Finacle Treasury
- Ensuring that all the settlements are being made on maturity date
- Record keeping of all FXs, Money market deals.
- Monitoring the Treasury Market flash to track the maturity of the deals
- Ensuring that all outstanding items are settled/regularized immediately
- Ensure to attend Treasury confirmations Tickets and monitor for maturities of FX/Money Markets.

**KEY PERFORMANCE INDICATORS**

- Process Cycle Time (TAT)
- Quality of accounting records
- Error rate in processing
- Customer satisfaction level
- Operation loss level

**JOB REQUIREMENTS**
**Education**

Minimum - First Degree in related courses

**Experience**

Minimum of 3 years in Banking Operations environment

**KEY COMPETENCY REQUIREMENTS**
**Knowledge**

- Operational Policy
- Regulatory guidelines

**Skill/Competencies**

- Interpersonal relationship
- Excellent written and oral communication skill

**REPORTING RELATIONSHIPS**

**Functionally reports to:** Head Foreign Operations with dotted line to COO

**Administratively reports to:** Head Foreign Operations with dotted line to COO

**Supervises:** Nil

I \_\_\_\_\_ have read and understood my job descriptions, and I here by promise to deliver accordingly.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approved by:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date