# JOB TITLE: **Treasury Analyst - Luxemburg**

**Department : Treasury**

**Location: Luxembourg**

**Reports to: Sr Manager Treasury - Luxemburg**

**Dotted line:** Click here to enter text.

**Date created:** 26-Aug-21

**Date revised:** Click here to enter a date.

**POSITION SUMMARY STATEMENT**

*(Provide short position summary (max 5 sentences) that will include the purpose of this position, how it influences the business and what organization relationship the position will have, including the supervisory responsibility).*

The Treasury Analysts will be responsible for fulfilling critical cash management tasks at the Company’s new Treasury Center in Luxembourg. The positions will report to the Sr. Treasury Manager. Analyst will be responsible for all tasks associated with managing global cash positioning, forecasting, banking and the administration of the new treasury workstation. The positions will also back up and support other Treasury positions as needed.

**POSITION RESPONSIBILITIES AND EXPECTATIONS**

*(List qualifications, which are relevant to the position and are required to succeed in the role, which will be reflected in Performance Management Process. Structure them and group in order of responsibility area. Include supervisory responsibility if applicable and any interactions with all levels throughout the organization, as Members, visitors, vendors and Senior Management. Keep the content plain and simple. Avoid company jargon, acronyms etc. Begin your sentences with verbs and be consistent. Try to keep your bullet points as concise as possible – max 2 lines).*

**Impact** (Natureand scope of influence a position has on its area of responsibility/ operation)

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| --- |
| * Manage global bank account listing in bank account management module in Kyriba

• Work with global finance to ensure global authorized signatories are updated in a timely manner • Maintain applicable Treasury records and data for annual FBAR filings • Facilitate global netting process 3x per month in Kyriba system • Initiate and maintain global intercompany loans • Maintain credit rating modeling to ensure arms-length rates for intercompany loans • Provide reporting to Corporate Treasury and global finance teams • Prepare the daily cash position for multiple countries • Manage the sweeping back and forth of daily liquidity • Prepare long term cash forecast for multiple countries • Analyze variance analysis for long term cash forecasts • Prepare Treasury liquidity management payments • Support banking systems and security • System Administrator for SharePoint and other internal systems |
|  |

**Supervisory responsibility**

* N/A

**Communication** (Position’s type of communications and context both within and outside the organization)

* Click here to enter text.

**Innovation** (Level and complexity of innovation that the position requires)

* Observe and analyze best practices in different organization and countries to see what could be delelopped in the Treasury Team
* Change management skills

**POSITION REQUIREMENTS**

*(List responsibilities which are relevant to the position and are required to succeed in the role)*

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| --- | --- |
| **EDUCATION:**(degree level/academic background)* BA/BS degree in a finance discipline
 | **EXPERIENCE:**(duration and specific areas)* 2 years of treasury experience with a multi-national company
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| **ESSENTIAL TECHNICAL SKILLS:*** Experience working on a treasury management system (preferably Kyriba)

• Highly organized and detail oriented • Proficiency in Microsoft Excel• Excellent oral and written skills • Ability to handle multiple projects and to meet deadlines • Strong analytical and problem solving skills | **ESSENTIAL SOFT SKILLS:***
* Demonstrate ability to concisely and effectively express in verbal and written form treasury/financial concepts effectively across different levels and cultures in financial and non-financial organizations
* The ability to understand and discuss the technical aspects of the systems necessary to improve Treasury processes
* Ability to take ownership, proactively initiate action and follow through with minimal direction • Aware of implications treasury activities have on other operational and functional groups - distributor services, accounting, tax • Solid Microsoft Excel, PowerPoint and Word •
 |
| **ADDITIONAL EXPERIENCE (but not essential):** | **ADDITIONAL COMMENTS:** |

**PHYSICAL DEMANDS:**

*(Please choose the relevant physical demands of the role. Reasonable adjustments may be made to allow disabled individuals to perform the essential functions of the job.)*

Sedentary: Limited activity, no lifting, limited walking

**WORK ENVIRONMENT:**

*(Please describe relevant conditions of the work environment. Reasonable adjustments may be made to allow disabled individuals to perform the essential functions of the job.)*

In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job within the environment.

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| N/A |

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Manager’s Signature Date

I have read and understand the essential functions of the job and know that other duties may be assigned and/or changed at any time.

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Employee’s Signature Date