

Role Profile

Position Title	Treasury Associate – Cash Management Team
Role Holder	
Reports To	Lee Marchant
PRA/FCA Approved Person Category(ies)	N/A
Date	July 2024

Overall role

1. Payment and processing of cash transaction through company and banking systems
2. Completing bank reconciliations
3. Managing daily BAC's remittance process
4. Assisting with banking administration and banking improvement projects
5. To complete additional responsibilities as required
6. Have an awareness of the Treating Customers Fairly ("TCF") and Conduct Risk strategies
7. Have an awareness of Data Protection legislation, including the Data Protection Act and the General Data Protection Regulations

Key Responsibilities and Competencies

1. Payment and processing of cash transactions through company and banking systems

- a. Complete daily BACs payment run
- b. Process domestic and international cash transactions through Oracle general ledger and banking platforms
- c. Ensure double entry bookkeeping is maintained in Oracle
- d. Ensure appropriate supporting documentation for payments is maintained
- e. Confirm sufficient authority has been provided for all requested transactions
- f. Dealing with ad hoc payment queries and investigations

2. Completing bank reconciliations

- a. Responsible for completing monthly multiple currency bank reconciliations
- b. Complete weekly bank reconciliations on main operational accounts
- c. Complete daily checks and reconciliations on key accounts

3. Daily BACS Remittance Advices

- a. Send daily remittance advices via e-mail
- b. Deal with customer queries on remittance advices

4. Assisting with banking improvement projects

- a. Managing bank accounts across multiple companies and currencies
- b. Focus on continuous improvements in payment processes
- c. Identifying areas to reduce banking charges and increase interest received
- d. Keeping up to date with latest banking trends and systems

5. To complete additional responsibilities as required

- a. Provide cover for daily cash flow reporting when required
- b. Audit queries
- c. To carry out and report on allocated projects

6. Have an awareness of the Treating Customers Fairly (“TCF”) and Conduct Risk strategies

7. Have an awareness of Data Protection legislation, including the Data Protection Act and the General Data Protection Regulations

Direct Reports

None

Internal Relationships

All departments

External Relationships

Auditors, Banks

Authority to Act for the Company

N/A

Conduct Rules

- You must act with integrity
- You must act with due care, skill and diligence
- Except in relation to whistleblowing, you must be open and cooperative with the FCA, the PRA and other regulators in line with procedures agreed with your line manager
- You must pay due regard to the interests of customers and treat them fairly
- You must observe proper standards of market conduct where applicable

Conduct Standards

All employees are expected to abide by the RiverStone Group Code of Corporate Conduct.

Competence - Desirable Experience

- Knowledge of making payments on banking platforms
- Experience of accounting and bank reconciliations
- Good analytical background
- Use of Microsoft Office, specifically Excel and Word
- Knowledge of double entry bookkeeping
- Knowledge of Treasury Functions

Knowledge

- Experience and knowledge of Bank reconciliations
- Understanding of banking systems and practice

Skills

- Experience of working on banking platforms and making payments
- Experience of completing bank reconciliations and investigating and resolving bank reconciliation differences
- Planning and implementation
- Diligence and accuracy
- Understanding of banking practices