

OPEN POSITION FOR A:

Font Office Trader and Advisor

Treasury Management SA is a bank independent treasury outsourcing firm based in the city centre of Neuchâtel. We offer an integrated suite of products, services, and advice to help customers in the management of their financial flows.

Our employees are critical to our success and TMS actively seeks the best professionals in the business. We are now seeking to appoint a highly motivated and commercial minded candidate who in a broad role will take responsibility of the Front Office operations and procedures. He/she will be very hands-on in our ongoing operations and must be comfortable working in an open office environment.

The successful candidate will help to maintain and develop an environment and culture that enables us to fulfill or exceed our goals, take responsibility for the day-to-day operations, measurement, assessment and continuous improvement of our performance. He/She can play a strong role in maintaining and bringing best practices across financial processes and contribute to sustained, profitable growth, is dynamic, entrepreneurial and has excellent multitasking capabilities. He/She has the energy and enthusiasm to get involved in all aspects of the business.

KEY RESPONSABILITIES:

- Within the well defined operating guidelines, manage the day-to-day treasury operations of our clients with specific emphasis on Front Office functions as deal execution and quality assurance,
- Provide direct support to clients including processing knowledge and watch over exposures and flows on behalf of our clients.

DUTIES:

- Ensure the smooth operation of our client's treasury activities.
- Liaise with clients and advise in FX hedging issues,
- Deal execution with external banks,
- Deal entry in our treasury system,
- Ensure regular monitoring and reporting of exposure, limits and authorities,
- Responding to ad-hoc client reporting and research requests,

TREASURY MANAGEMENT SA

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To be considered suitable for this role you should have the following qualifications;

EDUCATION:

- Degree in Finance/Treasury or Accounting strongly preferred.

EXPERIENCE:

- Minimum five years out on a Corporate Treasury Trading Desk or similar entity,
- Treasury, Financial Reporting, Workflow- and General Administration,
- Technology based service business experience a strong plus.

SKILLS

- Your personality and attitude include that you are/have;
 - Quick learner,
 - Exceptionally well organized,
 - Strong multitasking capabilities,
 - Able to work with tight deadlines without compromising accuracy,
 - Strong analytical capability and Problem-solving skills,
 - Client awareness,
 - Team player with Interpersonal and Communication skills,
 - Commitment to high standards of excellence,
 - Strong sense of priorities,
 - Can take ownership,
 - Integrity.
- English proficiency level. Any additional language a plus.
- Strong PC/IT literacy is an absolute must as well as user experience of treasury management software.

For additional information, please feel free to contact Jan Johansson or Svante Kandel on phone 032 727 75 75, through email treasury@tmgmt.ch, or www.tmgmt.ch.