

SKILLS FRAMEWORK FOR FINANCIAL SERVICES				
SKILLS MAP - TREASURY OPERATIONS MANAGER/MARKET OPERATIONS MANAGER				
Sector	Financial Services			
Track	Operations			
Occupation	Treasury Operations Analyst			
Job Role	Treasury Operations Manager/Market Operations Manager			
Job Role Description	The Treasury Operations Manager/Market Operations Manager manages the daily operations of treasury and over-the-counter (OTC) trade transaction processing, clearing and settlement. He/She is also responsible for ensuring compliance to any applicable guidelines, laws and regulations within the treasury operations. He assists in resolving any escalated OTC trade issues. He is responsible for validating and disseminating relevant information to his team.			
	The Treasury Operations Manager/Market Operations Manager possesses team leadership abilities and manages team members to ensure goals are achieved within operations. He is also able to work under pressure, multi-task and deliver results in a timely manner. He possesses good analytical skills and is methodical and achievement-oriented.			
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks		
	Perform treasury transactions processing	Ensure all details for Foreign Exchange, Money Market, Securities, non-Deliverable Forwards trades, and Funds against source documents are accurately recorded for daily confirmation of all treasury trades		
		Verify over-the-counter (OTC) trade confirmations and statements to clients		
		Ensure confirmations are matched in systems and payments are triggered prior to cut-off times		
		Ensure all enquiries related to pre-execution and post-trade are effectively managed		
		Conduct completeness checks at the end of the day for regulatory transaction reporting		
	Execute settlement and clearing	Perform successful OTC trade settlements by confirming trades, distributing trade tickets and providing delivery settlement instructions to appropriate parties		
		Approve cash settlements in banking platforms and/or systems whilst ensuring adherence to the cut-off times		
		Perform wire and securities transfers related to cash management, investment, funding and hedging activities		
		Monitor interest and/or coupon settlement and principal repayment of all treasury products including Money Market, Bonds and Security		
		Resolve unconfirmed OTC trades and discrepancies		
	Undertake reconciliation processes	Review daily reconciliations of securities positions and/or holdings		
		Validate reconciliation of Nostro position with the dealing cash flow position		
		Review bank reconciliation statements to ensure that all related cash breaks are kept to a minimum, aged items are documented according to corporate policy and no policy violations are present.		
		Implement compliance and reconciliation control practices to ensure alignment with business standards and regulatory compliance guidelines		
		Conduct custody and corporate actions processing		
	Prepare treasury reporting	Update exchange rates and interest rates and report to regulators		
Validate daily, monthly, weekly, quarterly and ad hoc reports regarding the investment portfolio and foreign exchange transactions				
Analyse treasury reports for external reporting to regulatory bodies and internal use				
Disseminate various memos, reports, and internal and external correspondence as appropriate and on a timely basis				
Evaluate and remain updated on new and existing corporate activities including segregation of duties and custodian management				
Technical Skills and Competencies		Generic Skills and Competencies (Top 5)		
Asset and Liability Management	Level 4	Communication	Advanced	
Budgeting	Level 4	Transdisciplinary Thinking	Advanced	
Business Performance Management	Level 5	Digital Literacy	Advanced	
Cash Flow Reporting	Level 4	Resource Management	Advanced	
Data Collection and Analysis	Level 4	Sense Making	Intermediate	

Skills and Competencies	Data Governance	Level 4		
	Electronic Trading System Management	Level 4		
	Ethical Culture	Level 4		
	Financial Statements Review	Level 5		
	Financial Transactions	Level 3		
	Fund Accounting	Level 4		
	People Performance Management	Level 4		
	Price Verification and Profit Analysis	Level 4		
	Trade Finance Management	Level 4		
	Trade Processing, Fund Settlement and Treasury Transaction Processing	Level 4		
	Treasury Management	Level 5		
Programme Listing	For a list of Training Programmes available for the Financial Services sector, please visit: www.skillsfuture.sg/skills-framework/financial-services			

The information contained in this document serves as a guide.