

SKILLS FRAMEWORK FOR FINANCIAL SERVICES			
SKILLS MAP - TREASURY OPERATIONS ANALYST/MARKET OPERATIONS ANALYST			
Sector	Financial Services		
Track	Operations		
Occupation	Treasury Operations Analyst		
Job Role	Treasury Operations Analyst/Market Operations Analyst		
Job Role Description	<p>The Treasury Operations Analyst/Market Operations Analyst supports the day-to-day conduct of treasury transaction processing, including gathering documents for settlement and clearing activities. He/She also assists in preparing treasury reporting for external and internal reporting needs. He performs reconciliations and carries out operational activities in compliance with relevant organisation policies.</p> <p>The Treasury Operations Analyst/Market Operations Analyst is detail-oriented, meticulous and possesses good time management skills to ensure completion of tasks on a day-to-day basis. He is proactive, able to take initiative and comfortable working independently according to prescribed procedures and processes.</p>		
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks	
	Perform treasury transactions processing	Support preparation of all details required 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	
		Prepare over-the-counter (OTC) trade confirmations and statements to clients	
		Input confirmations for transactions in relevant systems	
		Track all inquiries related to pre-execution and post-trade are effectively managed	
		Maintain completeness checks at the end of the day for regulatory transaction reporting	
	Execute settlement and clearing	Support OTC trade settlement documentation gathering and settlement processes	
		Input cash settlements in banking platforms and/or systems whilst ensuring adherence to cut-off times	
		Gather documents for wire and securities transfers related to cash management, investment, funding and hedging activities	
		Collate interest and/or coupon settlement and principal repayment of all treasury products including Money Market, Bonds and Security	
		Escalate unconfirmed OTC trades and discrepancies	
	Undertake reconciliation processes	Perform daily reconciliation of securities positions and/or holdings	
		Provide reconciliation of Nostro position with the dealing cash flow position	
		Perform daily reviews of 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 occur	
		Maintain compliance with reconciliation control practices to ensure alignment with business standards and regulatory compliance guidelines	
		Perform custody and corporate actions processing	
Prepare treasury reporting	Track and document exchange rates and interest rates at regular intervals		
	Perform daily, monthly, weekly, quarterly and ad hoc reports regarding the investment portfolio and foreign exchange transactions		
	Prepare treasury reports for external reporting to regulatory bodies and for internal use and documentation		
	Complete various memos, reports, and internal and external correspondence, as appropriate and on a timely basis		
	Comply with and keep abreast of 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 3	Digital Literacy	Intermediate
Business Performance Management	Level 4	Communication	Intermediate
Cash Flow Reporting	Level 3	Transdisciplinary Thinking	Intermediate
Data Collection and Analysis	Level 3	Sense Making	Intermediate
Data Governance	Level 3	Computational Thinking	Basic

Skills and Competencies	Electronic Trading System Management	Level 3		
	Ethical Culture	Level 3		
	Financial Statements Review	Level 4		
	Financial Transactions	Level 2		
	Fund Accounting	Level 3		
	Price Verification and Profit Analysis	Level 3		
	Trade Finance Management	Level 3		
	Trade Processing, Fund Settlement and Treasury Transaction Processing	Level 3		
	Treasury Management	Level 4		
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.