

SKILLS FRAMEWORK FOR WHOLESAL TRADE
 SKILLS MAP - HEAD OF TREASURY

Sector	Wholesale Trade			
Track	Finance and Regulations			
Occupation	Treasury Analyst			
Job Role	Head of Treasury			
Job Role Description	<p>The Head of Treasury assumes responsibility for the organisation's funding and inventory positions. He/She develops funding strategies and establishes procedures for forecasting, budgeting, hedging, investment and treasury functions that ensure the organisation's liquidity is sufficient and it can best position itself financially.</p> <p>He is expected to have extensive knowledge of financial and investment management strategies, both locally and globally, and a wide network of relationships. He is armed with strong negotiation and communication skills, and possesses effective organisational, problem solving, analytical and relevant strategic business partnership experience.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Manage treasury strategies	Key Tasks	
			Establish organisation's cash management strategies	
			Formulate targets and Key Performance Indicators (KPIs) aligned with business development strategies	
			Lead collaboration with internal functions for treasury related initiatives	
	Manage organisation's financial holdings	Establish structure to ensure efficient use of organisation's cash and ability to raise liquidity		
		Oversee organisation's bank accounts and trade lines to ensure steady growth and sufficient capital		
		Direct compliance to treasury regulations and guidelines, in consultation with regulatory and risk management team		
		Lead interactions and relationship building with financial institutions to support financing needs and other treasury operations		
		Drive review of settlements of any financial instruments the organisation uses		
	Oversee analysis of treasury holdings	Lead strategies for cash forecasting, investing of excess cash, inter-organisational cash settlements, and hedging of forex, commodities and/or interest rates to mitigate financial exposures and risks		
		Oversee financial reporting to ensure accurate insights into financial positions to alleviate liquidity issues and ensure business continuity		
		Formulate appropriate actions after analysing organisation's financial position to take advantage of potential revenue opportunities		
	Drive collaboration of human resource, technology and finance initiatives	Lead department's financial budgeting process to acquire funds for operational activities		
		Oversee department's financial budget utilisation against department work plan		
		Drive corporate governance measures		
		Manage subordinates' professional and career development		
Manage department's recruitment and retention efforts				
Lead technology application to improve productivity and innovation				
Develop revised workplace technology approach for productivity improvement and innovation				
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies	
	Budgeting	Level 5	Decision Making	Advanced
	Business Performance Management	Level 5	Leadership	Advanced
	Business Planning	Level 5	Problem Solving	Advanced
	Business Presentation Delivery	Level 5	Sense Making	Advanced

	Change Management	Level 5	Teamwork	Intermediate
	Conflict Management	Level 5		
	Continuous Improvement Management	Level 5		
	Data Mining and Modelling	Level 3		
	Effectiveness Management	Level 5		
	Enterprise Risk Management	Level 5		
	Innovation Management	Level 5		
	Learning and Development	Level 5		
	Manpower Planning	Level 5		
	Market Risk Management	Level 3		
	Organisational Analysis	Level 5		
	Resource Management	Level 5		
	Solutions Design Thinking	Level 5		
	Stakeholder Management	Level 5		
	Strategy Planning	Level 5		
	Systems Thinking Application	Level 5		
Technology Integration	Level 4			
Treasury Management	Level 5			
Programme Listing	For a list of Training Programmes available for the Wholesale Trade sector, please visit www.skillsfuture.sg/skills-framework/wholesaletrade			

The information contained in this document serves as a guide.