

**SKILLS FRAMEWORK FOR WHOLESALE TRADE  
SKILLS MAP – SENIOR TREASURY ANALYST/ TREASURY ANALYST**

<b>Sector</b>	Wholesale Trade			
<b>Track</b>	Finance and Regulations			
<b>Occupation</b>	Treasury Analyst			
<b>Job Role</b>	<b>Senior Treasury Analyst/Treasury Analyst</b>			
<b>Job Role Description</b>	<p>The Senior Treasury Analyst/Treasury Analyst supports the treasury team in reviewing and monitoring the organisation's cash positions and liquidity management. He/She reviews business activity reports, financial position forecasts or any other reports required and supports in liaising with financial institutions.</p> <p>He is expected to work closely with trade finance and internal stakeholders in anticipating funding needs. He may be expected to support the maintenance and building relationships with financial institutions. He is organised and has good interpersonal and communication skills. He can work with cross-functional teams and in a highly dynamic team environment.</p>			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	Manage treasury strategies	<b>Key Tasks</b>	
			Implement organisation's cash management strategies	
			Develop quantitative measures of Key Performance Indicators (KPIs) across teams to monitor and analyse progress during implementation	
	Manage organisation's financial holdings	Organise collaboration with internal functions for treasury related initiatives	Analyse organisation's cash flow positions and liquidity management for gaps	
			Analyse organisation's bank accounts and trade lines	
			Implement internal treasury guidelines to ensure compliance to regulatory requirements and legislations	
			Coordinate the settlement of any financial instruments including time deposits, foreign exchange and bank guarantees	
	Oversee analysis of treasury holdings	Execute plan to mitigate financial risks and exposures in-line with treasury policies and best practices	Review reports based on real-time financial data to formulate solutions	
			Review monthly and quarterly treasury reports to show financial health of organisation	
			Support application initiatives	
	Facilitate the use of technologies, electronic tools and devices	Contribute in key activities and milestones in technology implementation projects	Provide assistance in ongoing records and information review to determine the effectiveness of work processes and procedures	
			Plan continuous work improvement activities and performance improvement strategies	
			<b>Technical Skills &amp; Competencies</b>	<b>Generic Skills &amp; Competencies</b>
Business Performance Management				Level 3
Business Planning	Level 3	Computational Thinking	Intermediate	
Change Management	Level 3	Teamwork	Intermediate	
Conflict Management	Level 3	Sense Making	Intermediate	
Continuous Improvement Management	Level 3	Interpersonal Skills	Intermediate	
Data Mining and Modelling	Level 2			
Effectiveness Management	Level 3			
Innovation Management	Level 3			
Learning and Development	Level 3			

	Market Risk Management	Level 2		
	Resource Management	Level 3		
	Solutions Design Thinking	Level 3		
	Stakeholder Management	Level 3		
	Systems Thinking Application	Level 3		
	Technology Integration	Level 2		
	Treasury Management	Level 3		
<b>Programme Listing</b>	For a list of Training Programmes available for the Wholesale Trade sector, please visit <a href="http://www.skillsfuture.sg/skills-framework/wholesaletrade">www.skillsfuture.sg/skills-framework/wholesaletrade</a>			

The information contained in this document serves as a guide.