



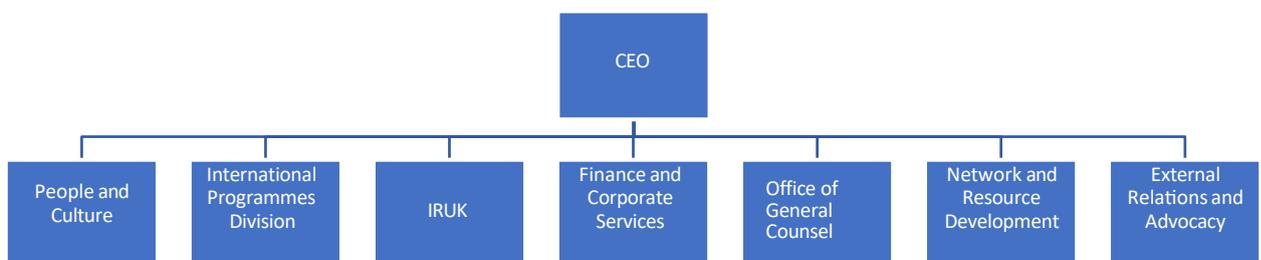
# Islamic Relief Worldwide

## Treasury Analyst

<b>Base Location:</b>	Birmingham, UK
<b>Reporting To:</b>	Treasury Operations Manager
<b>Line Management Responsibilities:</b>	None
<p><b>Purpose of Division:</b></p> <p>The Finance and Services Division provides accurate and punctual financial management, reports and forecasts on the organisation's income and expenditure. The division empowers and builds the capacity of the field offices and Partners to manage funds effectively and efficiently, meeting international standards and the standards of Islamic Relief Worldwide (IRW) donor agencies. This is achieved through both organisational and individual learning, and through an organisation-wide system of development and deployment.</p> <p>In addition, this division maximises economies of scale by developing and maintaining strategic procurement, logistics and asset and facilities' management functions.</p> <p>The ICT-related services ensure that the development, utilisation and maintenance of information systems help the organisation reach current and future strategic objectives.</p> <p><b>Department Purpose:</b></p> <p>To develop, manage and control IRW's corporate management, accounting &amp; statutory financial reporting work, treasury function, and financial systems and to provide leadership in accounting and financial policy.</p> <p><b>Job Purpose:</b></p> <p>The role holder will support the Treasury function in providing a first-class service to Islamic Relief Worldwide with a key aspect of the role being developing the way the department produces analysis and uses financial information to support decision making and achievement of the organisation's strategic objective. Additionally, the role will support the operational aspects within the function.</p> <ul style="list-style-type: none"><li>• Development and production of Treasury Dashboards for supporting the organisation with managing Foreign Exchange (FX) and Banking risks.</li><li>• Ownership and management of timely, insightful, and accurate cash flow reporting and currency mapping for Treasury including analysis to provide clear outcomes to support the objectives of the Finance and Corporate Services division.</li><li>• Identifying and implementing reporting efficiencies within Treasury, ensuring continuous improvement and efficiency projects</li></ul>	

- Building relationships to effectively influence and challenge Business decisions, strategy and outcomes.
- Ownership, development and production of the Treasury Reporting Pack.
- Managing controls and processes around report preparation with a view to lead ongoing development and enhancements.
- Supporting the Treasury Operations manager with day-to-day management of treasury operations including oversight of processing payments, both internal and third party, FX confirmation matching, and accurate position determination
- Keep up to date with developments in the charity sector regulatory reporting requirements.
- Provide Management with ad-hoc reporting and analysis as required.

### Organisational Structure



### Treasury Team Structure



### Our Team:

The Treasury Team at IRW sits within the Finance and Corporate services division. We are a team of six (Including the Treasury Analyst role) – the post holder will report to the Treasury Operations Manager.



### **Key Working Relationships:**

- Provide Treasury, operational and financial reporting, analysis and advice to the Team.
- Works with IRW colleagues across all divisions and the Group
- Works with other wider group departments in IRW and implementing Partners to identify new treasury reporting initiatives that will further IRW objectives.
- Regular liaison and engagement with both the International Finance and wider group finance teams.
- Liaise with auditors during the year-end and/or during interim audits.
- Prepare Board and Committee presentations and present to the Head of Treasury and Finance and Corporate Service Director on an ad-hoc basis.
- Building and maintaining relationships with fundraising units including Network Resource Development, IR UK and International Waqf Fund.
- Act as a first point of contact for the organisation, for all queries in relation to treasury reporting.



## **SCOPE AND AUTHORITY**

### **Scope of the Role:**

- Reporting to the Treasury Operations Manager, the Treasury Analyst's remit will be varied and will include working with and providing reporting related advice and assistance to IRW group subsidiaries, its SBU's and many departments including IRW UK, International Programmes Division, Network Resource Development, Governance and the broader Finance team. In addition, the role will be assisting with day-to-day management of treasury operations including oversight of processing payments, both internal and third party, FX confirmation matching, and accurate position determination.

### **Responsibility for Resources:**

- Reporting on £250m FX trades, bank transfers, processing of investments and compliance queries.
- Regular reporting to management on the progress of compliance issues, including handling of sensitive documents and information.
- Monitoring KPI's and provide feedback to relevant stakeholders with a view to improving service delivery, exchange rates etc.
- Working with banks and other external treasury suppliers to ensure IRW obtains value for money and minimises its exposure.

## **KEY ACCOUNTABILITIES**

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

### **Treasury Reporting**

- Development and ongoing production of the Treasury Pack utilising Microsoft Power BI
- Establishing Treasury KPIs and monitoring techniques.
- Development and ongoing production of IRW currency mapping
- Reporting on stability of overseas banks holding IRW's operational bank accounts.
- Ensuring we stay abreast of evolving challenges in banking & payments in challenging environments.
- Compiling quarterly summary economic forecasts including FX rate & inflation forecasts.
- Performing daily treasury cash management activities and weekly liquidity checks including support of investment of IRW's reserve funds to maximise income returns.
- Reporting returns on IRW's cash investments and help to develop tools & reports to enable visibility of investment returns.
- Development & implementation of increased cash flow forecasting and reporting as required (including improved visibility & monitoring of country office bank balances)

### **Financial Service provider operational management**

- Ensure the maximum impact of funds by minimising the exposure of foreign currency for field offices operational currencies.
- Ensuring daily admin functions of banking and other fund management approval systems.

### **Foreign Exchange Risk Management**

- Ensure the maximum impact of funds by minimising the exposure of foreign currency for field offices operational currencies.
- Preparing and planning FX flow forecasts to effectively manage cash flow, currency requirements and levels of liquidity to mitigate liability risk in the department and the wider organisation.
- Ensuring that cash flow reporting is adequate to minimise liquidity risk and allow the organization to operate effectively.
- Currency Mapping Incoming and Outgoing, identifying exposures and opportunities.
- Supporting international finance team to understand FX exposures on individual donor grants/contracts & developing methods to mitigate FX risk.
- Ensure analysis of efficient and reliable cash top up to overseas offices while maximising investment return on surplus funds
- Ensure that the month end reconciliation of budget/forecast against actual cash balances feed learning into improvements to the forecast going forward.
- Monitor the 'value add' achieved through our competitive 360T platform and report on FX KPIs monthly.
- Quarterly reporting on FX movements and financial impact.
- FX exposure management, including accurate and timely reporting of FX exposures and subsequent settlements to facilitate future hedging processes.
- Proactively reviewing banking & payment routes and identifying issues and advising on alternatives.

Execute trade deals for all international transfers ensuring the maximum impact of funds by minimising the exposure of foreign currency for field offices operational currencies.

### **Investment Management (Asset protection & Financial Return)**

- Leading and managing investment reporting activities (including reconciliations) to ensure the investments accounting and settlement complies with Islamic Finance requirements, UK reporting standards and agree with investment databases and financial ledgers.
- Monitor performance of the investment portfolios to ensure they meet internal guidelines and external reporting regulations.
- Provide information on Investment matters to support decision making and improve understanding on Islamic Investment.

### **Systems and Technology**

- Supporting the ERP system innovation resulting in improved Treasury Data intelligence
- Keeping abreast of new reporting technology & making recommendations for those potentially relevant and beneficial for IRW
- Identifying automation opportunities of the treasury and finance reporting process.

### **Banking Mandates, Platforms & Country office banking support**

- Working with Treasury Operations Manager on development of new banking portal to open & close bank accounts internationally, maintain visibility over all signatories ensuring due diligence compliance.
- Developing New Treasury Helpdesk to ensure all requests & queries dealt with in a timely efficient manner.
- Review and Documenting Treasury Standard Operating procedures.  
Developing and maintain Treasury Extranet materials that will allow stakeholders to self-service reducing the dependency on Treasury team.

### **To support the organisation and its wider stakeholders**

- To ensure and proactively promote and foster a culture in which Islamic principles, values and approaches which are adopted by Islamic Relief are consistently respected, applied and complied with in the delivery of the country / division / unit objectives and in the conduct of its employees.
- To ensure and proactively support colleagues to be sensitive to relevant Islamic values and principles in the delivery of Organisational Objectives
- Responsible for maintaining one's own professional development.
- To undertake any other reasonable duties that is consistent with the job and at its level of responsibility as and when required by the Head of Treasury or Treasury Operations Manager.
- Providing treasury advice to other departmental teams/internal contacts as required.
- Ensuring all treasury written procedures are in place and regularly maintained.
- Providing input to the Continuous Process Improvement workflows as deemed necessary, working with the Business process improvement manager to document all Treasury processes.
- Support the Head of Treasury and Treasury Operations Manager in preparation of the notes to the statutory accounts and respond to auditor queries and confirmations as required with regards to treasury activities
- Respond to ad-hoc queries from auditors for transaction information



## **Candidate Profile**

It is essential that the post holder shows a good understanding and empathy with Islamic values and principles as well as commitment to IRW's vision and mission. The requirements of the role are:

## **Knowledge and Experience**

- Qualified or studying toward a Treasury or Chartered Accountancy qualification (ACCA, CIMA, ACT, AMCT), accountancy (or equivalent), with specialism in Banking and/or Treasury, not necessary to have it.
- Successful track record of operating under pressure; handling sensitive and confidential information and delivering credible service.
- Practical demonstrable Treasury reporting experience, ideally within a multicurrency treasury, international context
- Experience in an accounting environment with experience of foreign exchange risk mitigation.
- Experience of payment processing, ideally within an international environment
- The ability to operate within a fast-changing environment: with an adaptable, flexible and supportive approach.
- Recommends and implements process improvements; develops and encourages new and Innovative solutions.
- Evidence of continuing professional development

## **Skills**

- Application of strong technical/analytic skills (Excel based) modelling etc.
- Report developing Experience of using Microsoft Power Bi and Unit 4 ERP (desirable).
- Approaches problems and tasks systematically, with an analytical and innovative mindset.
- Strong time management skills, adept at working calmly under pressure to meet deadlines.
- Excellent numeracy skills with the ability to manipulate large data.
- Good all-round business acumen, analytical and innovative thinking with an understanding of the role of the Finance department in adding value to operational decision making.
- Ability to work on own initiative with minimal supervision, be self-motivated with high energy.
- Ability to coordinate and provide support to cross functional teams related to banking and treasury matters.
- Sets ambitious and challenging goals and takes responsibility for personal development.
- Excellent communication and interpersonal skills including the ability to form working relationships at all levels.
- Proven ability to understand and explain complex issues to non-finance & finance specialists.
- Ability to analyse complex information, understand the implications and make clear recommendations.



## Personal Qualities

- Honest, encourages openness and transparency; demonstrates highest levels of integrity.
- Excellent Teamwork to work with others cooperatively and productively.
- Ability to demonstrate confidentiality and due care with all assigned work.
- High degree of accuracy and attention to detail, with a commitment to the production of work of a consistently high standard
- Flexible and proactive approach and positive attitude.
- Has the ability to multitask and manage multiple tasks at one time
- Ability to work independently and as a team player as the situation dictates.
- Proactive mind set and hands on attitude.

Signed by: .....(Direct Line Manager)

Signed by: .....(Divisional Director)