



Job Description

Job Title:	Treasury & Markets Analyst
Department:	Treasury & Markets Division
Certified Role:	No
Reports Directly To:	Head of Markets
Reports Indirectly To:	Senior Treasury Manager
Direct Reports:	None
Budget Responsibility:	None

Purpose of role:

Provide support to Treasury & Markets Division including client on-boarding & reviews, credit applications & reviews, product control & programming/coding, administration, assist with ad-hoc trading and secretarial tasks.

Primary Responsibilities of Role:

Client On-Boarding & Periodic Reviews

- Primary contact point for all client-related due diligence queries concerning Treasury & Markets.
- Lead the on-boarding of new Treasury & Markets clients by collecting, selecting and reviewing all relevant Know-Your-Customer (“KYC”) documentation.
- Engage with Business Compliance and Client Services teams on due diligence matters.
- Be responsible for periodic client reviews and assist Business Compliance where needed.
- Stay abreast of any new internal and external developments in terms of client on-boarding, client reviews and compliance requirements.
- Identify new prospective clients for capital markets activity.
- Assist Head of Markets and Senior Treasury Manager ensure that (the Bank's) procedures in respect of Anti-Money Laundering, GDPR and MiFiD II etc. are upheld.

Credit Applications & Periodic Reviews

- Primary contact point for all credit related queries concerning the Treasury & Markets Division.
- Ensure all credit applications are completed in a timely fashion and existing credit limits are updated in line with the current credit requirements.
- Ensure timely adherence to period credit reviews.
- Support Head of Markets and Senior Treasury Manager in preparation for, and if required attend, weekly Executive Credit Committee (“ECC”).

Product Control & Technology

- Assist in development, maintenance & amendment VBA-enabled/Python-enabled MS Excel Workbooks.
- Co-lead the initiation, testing and implementation of relevant system requirements (FlexCube) for capital markets activity.
- Assist in monitoring, review and enhancement of connection with electronic trading platforms (VBA & Python-coded).
- Assist Head of Markets in selection, review and introduction of a possible new Front Office system and/or Straight-Through-Processing of existing system.
- Collaborate with IT, Finance and Securities Operations teams on technology matters.

Treasury & Markets Administration

- Responsible for producing Markets related reports, such as, but not limited to, Mark-to-Market assistance, Operational Risk Reports and MiFiD II reporting queries.
- To ensure all Markets procedures are updated at least annually or sooner if warranted.



- Support Treasury Manager in the research for the Bank's Hold-To-Collect investment Bond Portfolio.
- To promote a high level of cooperation within Treasury & Markets and across the Bank.

Secondary Responsibilities of Role:

Trading Assistance

- Provide pricing and client assistance in Eurobond market-making in the absence of the Markets Analyst (Credit Trader) and/or Head of Markets.
- Assist with Trading tasks on Foreign Exchange/Money Market and Fixed Deposit Execution in absence of Treasury Manager and/or Senior Treasury Manager.
- Any other duties relating to trading assistance assigned by Head of Markets.

Secondary Asset & Liability Management Committee (ALCO) Secretary

- Cover in the absence of the primary ALCO secretary (and in other Committees where Treasury & Markets are represented).
- Assist in preparation of ALCO pack, agenda and minutes of the monthly ALCO meeting.
- Support in all sub-committees and projects related to ALCO – New Product Committee & Working Groups.

Conduct Requirements:

Individual Conduct Rules:

Rule 1: You must act with integrity.

Rule 2: You must act with due skill, care and diligence.

Rule 3: You must be open and cooperative with the FCA, the PRA and other regulators.

Rule 4: You must pay due regard to the interests of customers and treat them fairly.

Rule 5: You must observe proper standards of market conduct.

Competence Requirements:

Professional/Academic Qualifications:

Essential: Undergraduate degree in Computer Science, Engineering, Econometrics, Mathematics/Statistics or Economics/Finance.

Assistance towards professional study will be provided

Desirable: Postgraduate degree in similar to above or related fields.

Experience/Knowledge

Essential: Coding skills, research skills.

Desirable: Affinity with financial markets & technology, interest in Africa.

Leadership:

N/A

Functional/Technical Skills:

Essential: Microsoft Visual Basic (VBA), Python, MS Office.

Desirable: Bloomberg.

Interpersonal Skills:

Essential: Analytical, pro-active, disciplined, good communicator and attention to detail.

Desirable: Ability to cope with disappointment and handle frustrations, ability to manage time efficiently, ability to perform under pressure or outside of defined job tasks.



Competencies:

There are *six core behavioural competencies* applicable to every member of staff as part of FBN's Performance Management Framework and are fundamental to the way in which we operate. The level of behaviour required for your role is detailed below and the full range of descriptors for each level is available in the Competency Framework Booklet.

	Competency	Level
1	Professionalism	2
2	Client Focus	2
3	Decision Making & Accountability	2
4	Working with Others	3
5	Change Orientation	3
6	Risk Awareness	3