|  |  |
| --- | --- |
| **Title** | **Treasury Assistant** |
| **Band** | **Individual Contributor - Business & Operations Support** |
| **Grade** | **S2 - Intermediate** |
| Job Family | Finance |
| Reporting To | (UK) Group Finance Director |
| Location | Hastings - Hybrid |

|  |
| --- |
| **Position Objective** |
| To perform treasury tasks to support the Hastings shared service Finance Department and ensure the requirements of the European Treasury department are met. 20 hours per week to cover 4 or 5 mornings. |

|  |
| --- |
| **Generic Level Description** |
| General | Under general supervision, provides support services for line and or functional teams. Performs standard duties requiring knowledge of subject matter and general understanding of department practices. |
| Complexity | Applies learned skills and knowledge to semi-routine tasks associated with the job family. Uses established practices and standard procedures to complete assignments. |
| Decision Making & Autonomy | Generally makes decisions/exercises judgment within clearly established procedures or practices, specific to the department or workgroup. Consults with others on unclear situations. |
| Problem Solving | Works on problems of moderate scope where resolution requires review of known or identifiable factors. |
| Key Contacts | Builds internal relationships with others outside of own work group or team particularly with internal customers; may interact with external contacts independently; may initiate information exchanges |
| Communication | Asks questions, checks for understanding, provides explanation clearly and precisely. |
| Supervision Required or Provided to Others | Works under supervision and receives guidance from others as needed. Progress and output is regularly reviewed, and feedback is provided to support continued learning. May assist entry level staff in routine situations. |

|  |
| --- |
| **Discipline Description** |
| Treasury  | Daily Bank, Cash Forecasting and Statement allocation. Management of Standing Orders, Direct Debits and daily postings. Wire payment entering and processing to cover 4 General Dynamics legal entities.Act as the main point of contact with external banks and European Treasury on treasury matters for 4 General Dynamics legal entities.Preparation of General Ledger account reconciliations and prompt clearance of outstanding reconciling items.Main point of contact between employees and external banks in arranging the provision (and cancellation ) of corporate cards and monitor spend. Assist with maintenance of records covering intercompany transactions across 4 legal entities.Supporting the finance department with month end reporting to include provision of reports for approval by the UK Group Finance Director and preparation of journals. Preparation of reports for European Treasury to include bank mandates, users, guarantees and charges.Ensure processes are kept up to date, seek and implement improvements.Provide support to the tax function to cover certain withholding tax, corporate tax tracking and payment obligations. Perform general treasury related tasks to include recording of Exchange Rates, answering queries and provide general assistance to the wider finance team. .   |
| **Knowledge, Skills & Abilities** |
| Required Skills & Abilities | Strong communication skills and confident in corresponding with individuals across a wide range of seniority. Organised and methodical nature with attention to detail and a team player. |

|  |
| --- |
| **Education & Experience** |
| Required Education & Experience | Prior experience in a finance role is desirable  |