

POSITION STATEMENT

Title:	Treasury Manager	Position no:	6042
Level:	IBA Level 7 (\$141,819 - \$166,166)	Last updated:	March 2023
Location:	Canberra or Sydney	Term:	Ongoing
Program:	Finance		
Section:	Finance		
Context:	<p>Indigenous Business Australia, partners and invests with Aboriginal and Torres Strait Islander people who want to own their future. We go further than provide money; we invest in people, places and ideas that are ready. We help make them real. We're deeply invested in the financial success and economic independence of Indigenous Australians. It's why we exist.</p> <p>We provide a range of services for Indigenous Australians to create wealth and accumulate assets, take up investment opportunities, create business enterprises that provide additional employment opportunities, and to purchase homes. We achieve these outcomes by applying a commercial focus, and by building mutually respectful and productive partnerships with Indigenous Australians, government, non-government and private sector organisations.</p> <p>Our staff are invested, informed, responsive, respectful and connected.</p> <p>Finance is responsible for ensuring IBA's budgets and financial management are in compliance with the Commonwealth budgetary and financial framework. Finance is also responsible for financial management reporting across IBA's program delivery branches and subsidiaries.</p>		
Role:	<p>The Treasury Manager will be responsible for managing the financial assets of Indigenous Business Australia including cash and cash equivalents and short-term to medium term investments. They will oversee cash management, banking relationships, investment strategies, and risk management, ensuring that the organisation maintains adequate liquidity while maximising returns on its investments.</p>		
Duties:	<p>Duties include, but are not limited to:</p> <ul style="list-style-type: none">• Develop and implement cash management policies and procedures to ensure adequate liquidity for the programs and enabling areas.• Establish and manage relationships with PM&C, DoF, external banks and other parties related to IBA's treasury function.• Develop, review, and implement treasury policies that implement risk management strategies to mitigate exposure to market risk, liquidity risk and operational risks.• Prepare government reports and assist in the preparation of Portfolio Budget Statements (PBS) and engage with government departments to manage appropriations schedules and associated reporting requirements.• Ensure compliance with regulatory requirements related to cash management and investments.		

- Develop and maintain relationships with internal stakeholders, including program areas and enabling functions to understand their cash management and financing needs and ensure alignment with overall treasury strategies.
- Drive improvements in working capital through review of policies, processes, and performance.
- Manage overhead recoveries to ensure that the recovery of overhead costs from program areas.
- Provide periodic reporting for Board, Audit & Risk Committee and the Finance and Investment Committee regarding compliance with policy and investment performance.
- Utilise Tech One software for cash management and reporting.

Required capabilities

These are essential unless otherwise indicated.

- Bachelor's degree in finance, accounting, or related field
- At least 5-7 years of experience in treasury management or related field
- Experience managing cash, short-term investments for large organisations.
- Excellent analytical, problem-solving, and decision-making skills
- Strong communication and interpersonal skills, with the ability to build relationships and collaborate effectively with internal and external stakeholders.
- Knowledge of financial regulations and compliance requirements related to treasury management, investments in Australia.
- Experience in government reporting and preparation of portfolio budget statements
- Experience with establishing treasury functions.
- Experience using Tech One software for cash management and reporting.
- Advanced proficiency in Microsoft Excel and financial modelling software

Reference documentation: www.iba.gov.au

- About Us – Our Values
- About Us – Working at IBA
- About Us – News and Publications – Annual Reports

Further enquiries: Dee Garcha (07) 3008 8334 or email dee.garcha@iba.gov.au

Applications: email to ibarecruitment@iba.gov.au or

mail to: IBA Recruitment, PO Box 650, Fyshwick ACT 2609

- Application Coversheet
- Resume
- Statement of claims addressing the selection criteria

Please note that applications not accompanied by the Application Coversheet available from our website or sent directly to the enquiry officer will not be accepted.

Closing date: 16 April 2023