

### Role Profile

<b>Position Title</b>	Treasury Associate – Cash Management
<b>Role Holder</b>	New
<b>Reports To</b>	Team Leader Cash Management/Head of Treasury
<b>PRA/FCA Approved Person Category(ies)</b>	N/A
<b>Date</b>	July 2021

### Overall role

<ol style="list-style-type: none"> <li>1. Payment and Processing of cash transaction through company and banking systems</li> <li>2. Banking administration and banking improvement projects</li> <li>3. Acquisition banking requirements</li> <li>4. To provide cover on cashflow reporting</li> <li>5. Have an awareness of the Treating Customers Fairly (“TCF”) and Conduct Risk strategies</li> <li>6. Have an awareness of Data Protection legislation, including the Data Protection Act and the General Data Protection Regulations</li> </ol>
--

### Key Responsibilities and Competencies

<ol style="list-style-type: none"> <li><b>1. Payment and Processing of cash transactions through company and banking systems</b> <ol style="list-style-type: none"> <li>a. Complete daily BACs payment run</li> <li>b. Process domestic and international cash transactions through company systems and banking platforms</li> <li>c. Load bank statements into Oracle Cash Manager on a daily basis</li> <li>d. Clearing and reconciling daily payments and statements in the Oracle cash matching function</li> <li>e. Ensure double entry bookkeeping is maintained in Oracle Cash Manager</li> <li>f. Ensure appropriate supporting documentation for payments is maintained</li> <li>g. Confirm sufficient authority has been provided for all requested transactions</li> <li>h. Dealing with ad hoc payment queries and investigations</li> </ol> </li> <li><b>2. Responsible for accurate bank reconciliations</b> <ol style="list-style-type: none"> <li>a. Responsible for completing monthly multiple currency bank reconciliations</li> <li>b. Complete daily bank reconciliations on main current accounts</li> </ol> </li> <li><b>3. Assisting with Banking administration and banking improvement projects</b> <ol style="list-style-type: none"> <li>a. Managing bank accounts across multiple companies and currencies</li> <li>b. Focus on continuous rationalisation of banking structure</li> <li>c. Identifying areas to reduce banking charges and increase interest received</li> <li>d. Keeping up to date with latest banking trends and systems</li> </ol> </li> </ol>
--

**4. Acquisition banking requirements**

- a. Assist team implementing onboarding acquisitions

**5. To complete additional responsibilities as required**

- a. Provide cover for daily cash flow reporting when required
- b. Audit queries
- c. Manage the implementation of system updates and testing
- d. To carry out and report on allocated projects

**6. Have an awareness of the Treating Customers Fairly (“TCF”) and Conduct Risk strategies**

**7. Have an awareness of Data Protection legislation, including the Data Protection Act and the General Data Protection Regulations**

**Direct Reports**

None

**Internal Relationships**

All departments

**External Relationships**

Auditors, Banks

**Authority to Act for the Company**

N/A

**Conduct Rules**

- You must act with integrity
- You must act with due care, skill and diligence
- Except in relation to whistleblowing, you must be open and cooperative with the FCA, the PRA and other regulators in line with procedures agreed with your line manager
- You must pay due regard to the interests of customers and treat them fairly
- You must observe proper standards of market conduct where applicable

## Conduct Standards

All employees are expected to abide by the RiverStone Group LLC Code of Corporate Conduct, the Fairfax Code of Business Conduct and the Fairfax Values

## Competence - Desirable Experience

- Experience or knowledge of Bank reconciliations
- Good analytical background
- Use of Microsoft Office, specifically Excel and Word
- Knowledge of double entry bookkeeping
- Knowledge of Treasury Functions

## Knowledge

- Understanding of banking systems and practice

## Skills

- Planning and implementation
- Communications
- Analysis
- Diligence and accuracy
- Interpersonal
- Decision making
- Knowledge of banking platforms
- Understanding of banking practices