



EMPLOYMENT OPPORTUNITY

Bank of the Bahamas Limited, the institution of first choice in the provision of financial services, seeks to identify suitable candidates for the position of:

Assistant Manager, Centralized Treasury Unit

Key responsibilities:

- Ensures daily that tasks are distributed amongst the team for maximum productivity.
- Oversees the operations of the Central Treasury Unit to ensure employees have appropriate resources, cash levels are adequately managed, and customers are serviced properly.
- Ensures customer complaints and issues are resolved, employee concerns handled appropriately and Unit security is upheld.
- Prepares all Management reports in a timely manner.
- Works in a supervisory capacity by providing instruction to associates, demonstrating job requirements and preparing work schedules to cover for all absences.
- Conducts monthly and weekly audits by reviewing the work of team members against bank procedures.
- Ensures the balancing of periodic listings, such as ATM Overages and Shortages, Cheque Clearing Accounts, etc.
- May perform duties of Treasury Custodian by distributing and receiving cash from Tellers, packaging for shipment and ensuring reconciliation with treasury records and daily balancing to general ledger in the absence of a Treasury Custodian.
- Ensures that monies are properly transferred from the Unit to the Armored Car Company and vice versa ensuring that proper security measures are followed.
- Manages all offsite ATMs to ensure adequate cash levels are maintained and machines are operating properly.
- Creates an environment of continuous improvement by providing guidance to staff in the preparation of their personal development plans to close competency gaps, broaden their knowledge base, assist them in achieving their goals.
- Completes monthly meetings with unit to train on operational Policies and Procedures which include counterfeit money detection.
- Completes monthly documented coaching with all direct reports.

Minimum Requirements:

- Responsible for the administration and daily operation of the Bank's CTU.
- Provides oversight of all cash controls within the Unit.
- Responsible for ensuring all limits are acknowledged, understood and adhered to by assigned and/or mandated staff.
- Ensures that all custody controls are adhered to at all times.
- Provides pertinent information relative to the GL's on a monthly basis to the Senior Management.
- Works directly with the Bank customers, CBOB, licensed armored carriers, affiliates, commercial Banks, vendors, security personnel, and other business entities or individuals as needed.
- Manages, coordinates and oversees the central distribution, collection, and transfer of currency and coins.
- Signs-off on the daily General Ledger reconciliations conducted by the Verification Officer.
- Prepares all applicable reports for submission to Management (e.g., monthly statistical reports).
- Responsible for the enforcement of this Policy and its procedures within the respective area.
- Ensures all applicable employees are familiar with this Policy.
- Performs a variety of other related duties such as: conducting cash counts, holding treasury combination, preparing administrative reports for the Unit and performing lock up duties.
- Performs other duties as assigned.

Benefits include: Competitive salary commensurate with experience and qualifications; Group Medical (includes dental and vision) and life insurance; pension scheme.

Interested persons should apply no later than **September 2nd, 2021** to:
Email: hr.apply@bankbahamas.com