

Position Title: Associate - Treasury / Cash Management

Job Function: Finance

Location of Position: Ford GTBC, Chennai

Description:

Cash Management role for International Market Group involving daily Bank / Cash reconciliation, Cash positioning activities for multiple markets, with timing/currency cut offs, processing EFT payments.

Roles & Responsibilities:

- Bank Reconciliation - Daily bank account reconciliation in order to reconcile Suite and bank accounts that results ensuring no variance in both WSS and bank accounts
- Handle loan drawdowns, loan repayments, dividend receipts/payments
- Handle accounts payable payments, intercompany payments on timely basis
- Handle multiple currency, multiple portfolio cash accounts
- Monitor transaction releases for multiple currencies for future dated transactions
- Action the wire transfers request and finalising cash positioning - Update the wire transfer requests in Suite daily in order to initiate the funds transfer movement that results in movement of funds in Ford accounts
- Forecasting the next 5 business day's cash forecast
- Updating the entities prior day's closing cash position
- Ensuring to process the daily receipts and payments, finalise the cash position and advise the same to the portfolio manager
- Daily Positioning and actioning emails - Enter the receipt of a wire to be transferred to the respective recipient in Suite as mentioned in the wire request received through an email and monitor cash positioning.
- Enter EFT's from current day's report - Update the EFT request from the report generated for current value date in order to reconcile WSS and bank accounts that results ensuring no variance in both Suite and bank accounts
- Ability to adapt to changing business environment
- Ability to work under time pressure and understand the sense of urgency
- Must be able to communicate with Banks independently.

Desired Qualification:

- CMA qualified (0 - 2 yrs experience)
- Must have good communication skills with ability to multi-task and prioritise work
- Flexibility to work in shifts