



**Role:** Treasury Back Office Analyst

**Area:** Group Finance

**Sub-Area:** Group Treasury

**Location:** Cork

**Duration:** 2 Year Fixed Term **Salary:** Competitive **Ref:** 039G19

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Ervia is a commercial semi-state company which provides strategic national gas and water infrastructure and services in Ireland. Through our regulated business, Gas Networks Ireland, we build and operate one of the most modern and safe gas networks in the world. In 2014, we took responsibility for the operation and maintenance of Ireland's water and wastewater assets through our other regulated business Irish Water. Ervia directly employs over 1,600 people who deliver services to 1.6 million customers daily. We are guardians of the national assets and experts in our field. Our infrastructure supports economic and social development, protects the environment and enhances the health and quality of life of the Irish people.

### **The Role:**

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The Treasury Back Office Analyst will provide support to Ervia's centralised Treasury unit in the funding, risk management, cash management, settlement and reporting activities of Ervia, Gas Networks Ireland and Irish Water.

Reporting to the Treasury Back Office & Operations Manager, the person appointed to the role will contribute to the confirmation, settlement, valuation, monitoring and reporting of all treasury deals and activities.

### **Duties and Responsibilities to include:**

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- Performing Treasury Back Office activities in line with policies, procedures and controls
- Performing the Treasury month end accounting process and associated reporting
- Performing Treasury Balance Sheet and P&L reconciliations and variance analysis
- Preparing Treasury reporting for Statutory Accounts
- Performing loan covenant monitoring and compliance reporting
- Operational banking duties including transaction processing, confirmation and settlement
- Managing bank accounts, maintaining bank mandates and performing bank account reconciliations
- Liaising with financial institutions in line with Treasury policies and procedures
- Preparing accurate and timely information to be included in period end reporting packs
- Liaising with internal auditors for internal control reviews and external auditors for Statutory Accounts reviews
- Maintaining the online business banking platforms and Treasury management systems
- Working closely with Treasury Front office to ensure operations run in line with policy and procedures
- Supporting the monitoring and update of the Treasury risk register
- Manage Treasury financial security and collateral queries and requests
- Identifying opportunities for process improvements and implement solutions
- Supporting the review and update of Treasury policies
- Ensuring that operational procedures and business continuity procedures are kept up to date
- Supporting ad-hoc project work
- Other duties as may be assigned from time to time

## **Knowledge, Skills and Experience:**

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- Bachelor's or higher degree in Accounting, Finance or related area
- Recognised accounting, banking, treasury or other relevant qualification
- Previous experience in Treasury, Accounting or Finance role is preferred
- Excellent influencing, interpersonal and communication skills
- Proven ability to create and develop strong working relationships, with capability to gain commitment from others
- Self-motivated and capable of working on own initiative and also as part of a team
- Excellent analytical skills and ability to identify and analyse problems and potential improvements, and propose and implement solutions
- Excellent administration and organisational skills with proven ability to multi task
- Proactive approach to problem solving and ownership for work
- Excellent attention to detail
- High levels of integrity and professionalism
- Ability to adhere to rigid deadlines
- Sound judgement and decision making skills and ability to work well under pressure
- Commitment to continuous learning, personal growth and development
- Skilled in Microsoft applications including Excel, Word and Powerpoint
- Experience of Oracle, Hyperion and Bloomberg may be an advantage

**The closing date for receipt of applications for this vacancy is the 26<sup>th</sup> March, 2019**

Applications, including a current Curriculum Vitae should be emailed to: [recruit@ervia.ie](mailto:recruit@ervia.ie)

**\*Please include the Reference Number for this Role when making an application\***