

# TATA TRUSTS

Role Details		
1.	Role	Executive - Treasury
2.	Grade	Equivalent to Grade 6
3.	Program / Function	Treasury
4.	Location	World Trade Center, Mumbai
5.	Nature of Employment	Fixed Term Employment (FTE-1 year)
6.	Reporting to	Manager, MIS and Treasury

Role Overview:
The Treasury Executive is responsible for executing banking transactions and maintaining accurate transaction records for both short-term and long-term investments, while managing banking relationships and supporting all treasury-related activities.

Key Responsibilities:	
1.	Execution and maintenance of transaction records for investment placements / drawals, both for short term and long-term transactions
2.	Interfacing with banking / related institutions for funds management
3.	Preparation of documentation for Investment related approvals
4.	Interface with stakeholder functions to ascertain liquidity requirement
5.	Support the exercise of annual Income budgeting, revision of estimates and comparative analysis of income for the audited accounts
6.	Track documentation compliances with regard to transacting in Government Securities
7.	Supporting the Manager, MIS and Treasury on other functional / administrative matters as may be required

Stakeholders	
Relationship (within organization)	All departments
Relationship (outside organization)	Banks / Institutions

Skills & Competencies:
<ul style="list-style-type: none"> <li>Advanced MS Excel skills</li> </ul>
<ul style="list-style-type: none"> <li>Good communication and interpersonal skills</li> </ul>
<ul style="list-style-type: none"> <li>Ability to analyze information, evaluate options, and to think and plan strategically</li> </ul>
Essential Qualification & Experience:
<ul style="list-style-type: none"> <li>3 to 5 years of relevant work experience in Treasury</li> </ul>
<ul style="list-style-type: none"> <li>Bachelor's degree in Accounting, Business, or Finance</li> </ul>