

RECRUITMENT:**JOB TITLE:**

TREASURY ASSISTANT

JOB PROFILE:

The Treasury Assistant provides day-to-day support to the Treasury Operations team to help ensure the accuracy, integrity and completeness of treasury transactions and related accounting entries.

KEY RESPONSIBILITIES:

- Assist with daily cash management activities, including monitoring of bank balances and preparing cash position reports
- Perform transaction monitoring on a daily basis from inception to final settlement and submit daily outstanding transactions report
- Support the preparation and processing of payments, including wire transfers and other transactions
- Perform regular reconciliations of bank accounts, ensuring all transactions are accurately recorded and discrepancies resolved promptly
- Maintain accurate records of treasury transactions and ensure timely entry into financial systems
- Support the month-end and year-end closing processes by preparing relevant reconciliations and reports
- Support the preparation of periodic reports to assist in decision-making
- Maintain accurate and organized records of all treasury activities for audit and compliance purposes
- Assist in the implementation and monitoring of internal controls for treasury processes to ensure compliance with financial regulations
- Work closely with the various stakeholders to ensure seamless processing of payments, reconciliations and reporting
- Provide general administrative support to the Treasury Operations team

KNOWLEDGE, SKILLS & ABILITIES

- A bachelor's degree in Finance, Accounting, Business or a related field
- Recent graduates who are highly motivated to learn and grow on the job are encouraged to apply
- Excellent attention to detail and ability to maintain high levels of accuracy
- Skilled in Microsoft Office applications, with a focus on Excel
- Collaborative & positive approach to work
- Strong communication and interpersonal skills, both written and oral
- Strong organizational and time-management skills
- Ability to work independently and as part of a team, while meeting deadlines
- Demonstrates a strong commitment to maintaining confidentiality and upholding integrity

METHOD OF APPLICATION

If you are an interested applicant or you know any potential candidate who meets the above criteria, kindly forward the CV by post to the HR Manager - Projects & Services, HR department, Beau Plan Business Park, Pamplémousses or call us on: (+230) 204 0808.

The closing date is the 13th June 2025. We thank you for your interest. The Company will only contact candidates whose qualifications match the role. If you don't hear from us within 6 weeks, please consider your application unsuccessful.

The Company reserves its rights not to make any appointment following this vacancy advert.
Terra Group is an equal opportunity employer, committed to diversity and inclusion for all individuals.