

Job Description: Treasury Officer - Forex Trading

Reports to the Finance Manager

Overall, Purpose of the Job:

The Treasury Officer (Forex Trading) is responsible for executing forex trading activities and managing the foreign exchange exposure of the bank. This role involves analyzing market trends, making informed trading decisions, and ensuring compliance with regulatory guidelines. The Treasury Officer will work closely with the Finance Manager to optimize the bank's foreign exchange operations and contribute to its overall financial stability.

Key Duties and Responsibilities

1. **Forex Trading:** Execute forex trades on behalf of the bank to maximize profits and minimize risks. Monitor exchange rates and economic events to make informed trading decisions.
2. **Risk Management:** Identify and assess foreign exchange risks faced by the bank. Develop and implement strategies to mitigate these risks effectively.
3. **Market Analysis:** Continuously analyze global forex markets to identify trends, opportunities, and potential threats. Stay updated on economic and political developments that could impact currency markets.
4. **Compliance:** Ensure compliance with all regulatory requirements and internal policies related to forex trading. Maintain accurate records and documentation of all forex transactions.
5. **Reporting:** Prepare regular reports on forex trading activities, performance, and risk exposure. Present findings to the Finance Manager and senior management as needed.
6. **Hedging:** Implement hedging strategies to protect the bank from adverse currency movements. Collaborate with the Finance Manager in developing and executing hedging plans.
7. **Liquidity Management:** Monitor and manage the bank's liquidity position, ensuring that it has the necessary funds to meet its obligations and capitalize on forex trading opportunities.
8. **Relationship Management:** Build and maintain relationships with forex brokers, financial institutions, and counterparties to facilitate trading activities and access market information.
9. **Documentation:** Maintain comprehensive documentation of forex trades, contracts, and agreements. Ensure all documentation is accurate and up to date.
10. **Training and Development:** Stay updated on forex trading best practices and industry trends. Provide training and guidance to junior staff members as necessary.

Qualifications:

- Bachelor's degree in Finance, Economics, or a related field.
- Minimum of 3 years of experience in forex trading within the financial industry.
- Strong understanding of forex markets, trading strategies, and risk management techniques.
- Proficiency in using trading platforms and financial software.
- Excellent analytical and problem-solving skills.
- Knowledge of regulatory guidelines related to forex trading.
- Strong communication and interpersonal skills.
- Ability to work effectively under pressure and make timely decisions.
- Attention to detail and accuracy in record-keeping.

Qualified persons are requested to submit their applications attaching CV and copies of education /professional certificates on or before Friday, 08 March 2024 to: hr@uni-microfinance.co.ke quoting current and expected salary.