

## About NaBFID

*National Bank for Financing Infrastructure and Development (NaBFID) has been set up under an Act of Parliament (NaBFID Act, 2021), as the principal entity for infrastructure financing in the country. The entity is regulated and supervised as an All-India Financial Institution (AIFI) by the Reserve Bank of India (RBI). NaBFID is poised to play an extremely crucial role in supporting infrastructure funding by driving the development of innovative financing instruments and development of bond and derivatives markets and promoting best practices in financing and data-driven risk management.*

*NaBFID is looking to hire a strong leadership team, committed to the cause for which NaBFID is set up and to help with the national agenda, inviting applications for role of “**Vice President – Treasury – Back Office**”.*

## Job Profile

S/he will be responsible for settlement & accounting of all treasury trades, reconciliation and balancing of books, valuation of securities and ensure timely submission of regulatory statements, audit & MIS.

<b>Job Title</b>	Vice President – Treasury – Back Office	<b>Grade</b>	VP
<b>Department</b>	Treasury	<b>Reporting To</b>	Head - Treasury
<b>Location</b>	Mumbai	<b>Team</b>	To be built
<b>Age</b>	55 years and below (As on date of advertisement)		

## Primary Job Duties/Responsibilities

The key job duties/responsibilities are enumerated below:

### Operations & Transactional Analyst:

- Lead Treasury back-office team of the Bank with an objective of timely processing, confirmation, settlement of trades and adherence to the statutory guidelines
- Managing opening, closing and maintenance of bank / securities accounts and setup and maintenance of operating and dealing bank mandates
- Overseeing monthly / quarterly / half-yearly / annual reporting on treasury activities
- Monitor and ensure confirmation of deals, settlement of deals and passing of necessary entries in the books
- Ensure daily reconciliation of various office accounts, banks accounts and investment portfolio held at RBI / Demat / Physical
- Monitoring and maintenance of optimal cash margins / SGF / default fund balances etc. with various market participants / market facilitators
- Managing the treasury internal and external audit processes and engagement with auditors

- Ensure proper documentation of derivative deals and structured products including execution of one-time ISDA & CSA agreements, deal confirmations with counterparts. Also ensure timely settlement of collaterals under CSA with counterparts

#### **Compliance & Reporting:**

- Ensure compliance of all regulatory guidelines before settlement of any deals
- Responsible in the preparation of MIS reports to provide feedback to top management on financial performance, viz, fund management, cost control and credit control
- Ensure timely preparation and submission of various regulatory statements and MIS data
- Ensure timely settlement and accounting of margins payable/receivable for derivative trades under CSA
- Ensuring accurate accounting & reporting of treasury transactions including month end close, reconciliations, valuations / mark to markets of securities / assets, hedge accounting, statutory accounts, and notes to the year-end financial statements

#### **Stakeholder Management:**

- Working collaboratively with the business, acting as an escalation point for unresolved issues, provide specialist financial support and information that they value
- Working closely with treasury front office to ensure operations run in line with policy and procedures
- Managing business stakeholders and developing strong working relationships with internal and external stakeholders

#### **Professional Experience**

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- Minimum 15 years of experience in financial sector; of which 5 years should be in Treasury function of a Bank / Financial institution / leading institution, managing investment desk or back-office desks like settlements, reconciliation valuation
- Understanding of various money market instruments, debt instruments, derivative products capital markets and other securities
- Proficient in designing and implementing systems and procedures with proven ability to maximize efficiency in operations and accomplish operational targets
- Exposure to accounting and settlement of various trades and preparation of treasury balance sheet
- Attention to detail, with excellent analytical and problem-solving skills
- Ability to independently exercise judgement
- Ability to establish a good rapport and relationships with the business
- Strong business acumen
- Quick decision-making ability
- Strong communication (both oral and written) and negotiation skills
- Any other assignment as may be assigned by the Bank from time to time

### **Educational Qualifications**

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Graduate / Postgraduate in any discipline from a recognized University / Institution  
Preferred: CA, CFA, PRM, MBA Finance or equivalent

### **Term**

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Contractual Engagement will be for a minimum of 3 years to maximum of 5 years, which may be renewed for additional term at the discretion of NaBFID

### **Remuneration**

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Remuneration will be offered based on qualification, experience, suitability, last drawn salary, and market benchmark and shall not be a limiting factor for suitable candidates.

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Interested candidates (Indian Citizens) may send their CVs (including a passport sized photograph) via email to [recruitment@nabfid.org](mailto:recruitment@nabfid.org). **The subject line should STRICTLY be "APPLICATION FOR THE POST OF <Job Code>".**

All applications will be held in strict confidence and should be received on or before 18-July-2023 by 06:00 pm IST

*Selection will be solely at the discretion of NaBFID's Selection Committee, and their decision will be final.*