

## NCBA Bank

<b>Job Title:</b>	Dealer – Money Market and Fixed Income	<b>Reports to:</b>	Head of ALM and Research
<b>Unit:</b>	ALM & Economic Research	<b>Department:</b>	Global Market
<b>Grade:</b>		<b>Date:</b>	
<b>Job holder:</b>		<b>Supervisor:</b>	
<b>Signature:</b>		<b>Signature:</b>	

<b>Job Purpose Statement</b>
<p>To ensure the bank is adequately funded and has a funding strategy to meet planned assets/liabilities growth of the balance sheet and also has plans for unanticipated contingencies. The job holder will monitor and manage the banking book investment portfolio including Government securities, Repos/Reverse Repos and Interbank placements.</p> <p>The role should contribute to the organization through better pricing and risk management while providing an information service to the Group.</p>

<b>Key Accountabilities (Duties and Responsibilities)</b>		
<b>Perspective</b>	<b>% Weighting (to add up to 100%)</b>	<b>Output</b>
<b>Financial</b>		<ul style="list-style-type: none"> <li>• Implementation and execution of the laid down Liquidity Management strategy plan that is coherent with the overall bank strategy within the approved risk appetite and portfolio standards.</li> <li>• Ensure that revenues are generated through money market instruments like Treasury bills, deposits and bonds by ascertaining that the best price is sought at the particular time of investment.</li> <li>• Ensure revenue growth for the bank through cross selling of other bank products to meet financial targets as set by the bank.</li> <li>• Use data analytics to assess portfolio health and forecast future growth path.</li> </ul>
<b>Internal business processes</b>		<ul style="list-style-type: none"> <li>• Prudent day to day and intraday management of the liquidity position of the bank including the day to day compliance with Group policies and guidelines, local regulatory requirements, local payments systems and intraday liquidity requirements.</li> <li>• Reserves management (CRR, LCR, Statutory Liquidity ratio).</li> <li>• Monitor and manage the Bank's investment portfolio including Government securities, Repos/Reverse Repos, Interbank</li> </ul>

## Template 1

		<p>placements, foreign currency payments by investing at most profitable rates.</p> <ul style="list-style-type: none"> <li>• Manage the bank's nostro and clearing accounts by maintaining an adequate level of funds so as to adhere to the set minimum reserves, ensuring accounts are not overdrawn and surpluses are invested at best price.</li> <li>• Money Markets borrowing and lending.</li> <li>• Forecasting cash payments and anticipating potential challenges arising from limited cash flow.</li> <li>• Monitor regulatory and market development and provide feedback on the market and the business to the sales and management.</li> <li>• Execute Liquidity Management activities within the agreed Risk Appetite and Portfolio Standards through appropriate engagement in the various committees as required.</li> <li>• Effectively and collaboratively identify, escalate and resolve risk and compliance matters relating to the banking book portfolio.</li> <li>• Engage with all audit report findings, relevant to the Liquidity Management business and ensure feedback is acted upon.</li> <li>• Grow the bank's treasury portfolio by ensuring retention and acquisition of trading counterparties.</li> </ul>
<b>Customer</b>		<ul style="list-style-type: none"> <li>• Enhance the Bank's image and profile in the regional markets and establish Catapult Bank as a name player in the respective local debt markets and up-tier the Bank's market presence.</li> <li>• Maintaining contact with key players in the industry and gathering information that is likely to affect financial markets.</li> <li>• Manage quality of portfolio of Money Market products by improving current products and developing new ones to ensure the Bank's dynamic responsiveness to the needs of targeted market segments.</li> <li>• The maintenance of the bank's presence in the interbank market to aid funding and investment activities.</li> <li>• Contribution to the sales effort with the aim of increasing the wallet size by pricing fund managers on both foreign exchange and deposit placements as well as managing the portfolio.</li> </ul>

## Template 1

		<ul style="list-style-type: none"> <li>Ensure all relevant parties (vertically and horizontally) are kept abreast of key market developments.</li> </ul>
Learning and growth		<ul style="list-style-type: none"> <li>Take up development programs to ensure continuous enhancement of competences of the members of the team, including self.</li> <li>Attend all scheduled trainings and complete all e-learning modules.</li> <li>Champion and act as a role model of the Group's values and culture for Global Markets.</li> <li>Ensure that recommended hours of learning/training are achieved for both self and direct report through E-learning, Internal &amp; External training activities.</li> </ul> <p>Ensure that there is proper succession plans for key roles and career development for direct reports.</p>

## Job Dimensions

Reporting Relationships: jobs that report to this position directly and indirectly	
Direct Reports	Dealer – Money Market and Fixed Income
Indirect Reports	None

Stakeholder Management: key stakeholders that the position holder will need to liaise/work with to be successful in this role.	
<b>Internal</b> <ul style="list-style-type: none"> <li>Business Units Heads – Corporate, Retail, Business Banking</li> <li>Business Units Relationship Managers</li> <li>Branches</li> <li>Financial Market Operations</li> <li>Treasury Sales team</li> <li>Legal</li> <li>Market Risk</li> <li>Credit</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>Existing and Prospective Clients</li> <li>Competitors</li> <li>Regulatory Authorities</li> <li>Service Providers-Trading platforms</li> <li>Professional bodies – ACI</li> </ul>

Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make (Indicate if it is Operational, Managerial or Strategic). Please also highlight any budgetary control responsibility if applicable for the role.
<ul style="list-style-type: none"> <li>Operational - Interest and Foreign Exchange rate setting requirements for the Bank</li> <li>Managerial – Disciplinary actions on direct-report staff</li> </ul>

## Template 1

### Work cycle and impact: time horizon and nature of impact (Planning)

(e.g. Less than 1 week, 2 weeks, 2 weeks – 1 month, 1 month – 3 months, 3-6 months, 6-12 months, above 1 year)

Above 1 year

### Ideal Job Specifications

#### Academic:

- University degree or equivalent

#### Professional:

- ACI Certification

#### Desired work experience:

- Min 3 years progressive experience in a busy Treasury environment 2 of which must be spent on the Money Market and Fixed Income desk.
- A sound background and knowledge of banking with particular emphasis on Foreign exchange products and money market products.

### Catapult Bank Core Value Behaviours (Performance Drivers)

## Ideal Job competencies

### Technical Competencies

#### Technical Skills

- Excellent understanding of Financial Markets products.
- Experience trading all permitted products under FX, MM and their derivatives
- Understand market drivers, market moves, and the numbers behind it all, as well as cross-asset implications
- Ability to determine appropriate product/pricing strategies.
- Good knowledge of operational and system user requirements for financial products

## Template 1

Behavioural Competencies	
Leadership skills	<ul style="list-style-type: none"><li>• Nurture and sustain employee satisfaction and to manage changes</li><li>• Organization development to effectively structure team for optimal performance</li><li>• Have a revenue generating focus (proactive and able to take initiative)</li></ul>
Interpersonal skills	<ul style="list-style-type: none"><li>• Personable and confident with the ability to converse professionally with clients</li><li>• Positive attitude and work ethic</li><li>• Ability to work independently and in a team environment</li><li>• Possess resiliency to work in a challenging and changing, high-volume, fast paced environment</li><li>• Ability to think globally, creatively, and to be innovative</li><li>• Maintain a sense of urgency and ability to execute quickly and efficiently</li><li>• Effective written/verbal communication skills</li></ul>