

INTERMEDIATE TREASURY OPERATIONS

Overview

The Treasury operations area is responsible for processing, confirming, settling, and reconciling the transactions completed in the front-office. A successful Treasury operations team is therefore an essential part of any Treasury business. Whilst not a profit center, mistakes or errors in operations can potentially be very expensive and damaging for the firm. This course is designed for staff working in the operations area and addresses the key aspects of their work:

- Why successful operations teams are essential to the front-office.
- The importance of accuracy & quality control
- Segregation of duties; what we mean, why we need it.
- Ownership of responsibility & accountability
- Mitigating risk; why well managed processes reduce errors & costs.

Training will be in a course format. This will include a mixture of presentation and case study material.

Target Participants

There are several job roles that you can apply for. There is no restriction for a treasurer. Let's look at a few given below.

- Treasury Accountant
- Treasury Dealer
- Treasury Analyst
- Credit Risk Analyst
- Financial Analyst
- Risk Manager
- Cash Manager
- Relationship Manager
- Transactional Service Analyst
- Group Treasurer
- Head of Treasury

Course Objectives

- Develop an action plan and utilize better practices in treasury management strategy
- Develop an action plan for evaluating and improving their treasury operations
- Apply general principles to their specific situations through interactions with the course leader and other participants
- Understand best practices in treasury management
- Negotiate better terms and pricing with their financial service providers
- Improve their cash flow forecasting systems and techniques

Below is a summary of the course. The content has been placed in a logical sequence and addresses these issues in a practical & relevant way.

COURSE CONTENTS

The Treasury Function

- The importance of the treasury function
- Treasurer role & responsibilities
- Organizational structure

Treasury Strategies

- Setting an overall strategy
- Potential problems and economies of scale
- Strategic solutions
- **Reading:** Microsoft Harnessing Innovation in Treasury
- **Simulation:** Design treasury function/strategy

Treasury Operations

- Cash flow management and the daily cash position
- Menu of bank services and their costs
- Daily reporting
- **Exercise:** Streamlining Cash Flows

Managing Bank Relations

- Managing bank relations
- Bank products and services
- Using RFP wisely

- Measuring performance
- **Simulation:** RFP Considerations

Liquidity Management

- Liquidity issues
- Liquidity reserves
- Bankruptcy issues
- **Case:** Lehman Repo
- **Exercise:** Lehman lessons learned

Cash Flow Forecasting

- Importance of cash flow forecasting
- Operating and financial cash flows
- Analyzing cash forecast
- Forecasting alternatives

- **Readings:** Apple Cash Dilemma and Bond Offering
- **Simulation:** Advise Apple Treasurer

Working Capital Management

- Payments and float
- Credit and receivables
- Inventory and payables
- Trade credit
- E-Commerce
- **Exercise:** Cash conversion cycle auto/retail sectors
- **Simulation:** Working Capital and Cash Conversion

End of Course & Review.

COURSE DURATION	DELIVERY MODE	DELEGATE CLASS SIZE	COURSE FEE/PARTICIPANT
3 DAYS	In-Plant	8 (Guaranteed Minimum)	For quote, please click http://demvros.com/contact/
Discount is available for class size above the minimum. Please visit www.demvros.com or call 08056154199 or e-mail for enquiries.			