

Treasury and Settlement Operations Support

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Company: Black Pen Recruitment

Location: Yaoundé

Category: other-general

Our client is poised to transform cross-border payments for businesses by taking a unique approach. Their mission is to empower businesses of every scale with personalised and limitless financial access. To date, our client has successfully facilitated this for more than 250 businesses, managing transactions exceeding \$500 million. With offices strategically located in Ghana, Nigeria, Kenya, the UK, US, Canada, and Dubai, our client is committed to redefining the landscape of international financial solutions.

Job Type: Full Time | Hybrid

Location: Francophone

Note: Please submit CV in English

Requirements

Bachelor's degree in Finance, Accounting, Economics, or a related field.

Minimum of 1-2 years of relevant experience in treasury management or financial operations.

Solid understanding of financial concepts and principles, with the ability to analyze and interpret financial data.

Experience in managing cash in client corporate accounts and processing critical high value business payments

Experience in managing and executing daily Treasury payments

Exposure to treasury management systems (TMS) or financial software platforms.

Fluency in French and English, with good verbal and written communication skills.

Familiarity with Francophone countries and their economic environments.

Knowledge of XAF and XOF currencies and their associated regulatory frameworks

Ability to make data-driven decisions and contribute effectively to problem-solving.

Strong attention to detail and accuracy in work.

Proficiency in Microsoft Office Suite, particularly Excel and PowerPoint.

Strong organizational and time-management skills, with the ability to prioritize tasks effectively.

Benefits

Flexible public holidays, get days off to celebrate your birthday and swap days off according to your values and beliefs

Competitive salary, our client tailors their compensation for the best because their people is their greatest asset

Comprehensive healthcare plan, giving you the best because they care

Employee Pension

Responsibilities:

Managing cash in their client corporate accounts and processing critical high value business payments

Managing and executing daily Treasury payments

Managing and executing payment processes to ensure payments work flawlessly for our clients customers

Managing physical cheque operations (where required)

Promptly dealing with escalations and queries from the Operations team

Maintaining existing and creating new procedural documentation

Actively seeking efficiency improvements to processes, and working closely with other teams to implement these

Carrying out important checks to ensure our accounts reconcile, identifying discrepancies, and resolving them

Supporting the wider Payments and Finance team with ad-hoc requests and projects

Building and maintaining relationships with our third party vendors. Ensuring the service provided is to a high standard and making recommendations to improve and streamline processes and interactions

Support treasury management activities, including cash flow forecasting, liquidity management, and risk assessment, under the guidance of senior team members.

Assist in processing and reconciling transactions related to payments, collections, and settlements.

Analyze financial data to identify trends, risks, and opportunities for optimization, and provide insights to support decision-making.

Collaborate with internal stakeholders to improve processes and efficiency in treasury and settlement operations.

Stay informed about regulatory requirements and industry best practices relevant to treasury and settlement activities.

Communicate effectively with stakeholders in Francophone countries using French language skills as needed.

Develop and maintain relationships with external partners, including banks and financial institutions in Francophone regions, under supervision.

Provide support in handling inquiries and resolving issues related to treasury and settlement operations.

Assist in training and mentoring junior team members on treasury and settlement processes.

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