

Junior Treasury Operations Officer – 100%

Founded in 1948, Ameropa is a Swiss, privately owned international agri-business. We produce, originate and market fertilizers and grains. Our headquarters are in Binningen, Switzerland, near the city of Basel. We have regional offices on all five continents and invest globally in assets supporting our business activities.

+ POSITION OVERVIEW

Assisting with daily cash & liquidity management activities through company's systems and various banking platforms. Responsibilities include liquidity projections & cash flow updates, general treasury operations, bank relationship management, cash reconciliation and payments control. Responsible for applying policies and procedures in the timely handling, processing and deposit of cash receipts or loans disbursements.

+ MAIN DUTIES AND RESPONSIBILITIES

The role will include but is not limited to:

- Assisting with setting up payments in the ERP System / E-Banking for the trading entity and holding
- Handling all CHF payments not related to commercial transactions
- Follow up on payments not received with the banks
- Follow up incoming funds and inform the trading desks
- Checking cash-balances, making sure all payments have been released properly
- Settlement of Standby-Letter of Credit or Letter of Credit payments
- Preparing Intercompany Loan documentations
- Opening / Closing of Bank accounts
- Handling of bank documents / forms
- Support in KYC processes with banks
- Checking of FX transaction versus bank confirmation
- Coordinating booking entries between Treasury and Accounting
- Support the team in putting Information / Reports together
- Handling of credit cards
- Assisting with liquidity projections and cash flow updates

+ CANDIDATE PROFILE

- 2 – 3 years' experience in a banking/finance environment
- Experience of working in an international environment is a plus
- Strong analytical and organisational skills
- Natural familiarity with numbers
- Ability to work as part of a team
- Ability to work and deliver under pressure
- Proficient in Microsoft Office package
- Excellent command of English. German and/or French a plus

In case of interest please send your full application (CV, motivational letter, work certificates & diplomas) to Ms. Lisa Steiner at career@ameropa.com. Please mark your application “**Junior Treasury Operations Officer**”