



Job Description & Person Specification

Section 1 Role Overview

Job title:	Treasury Manager
Vacancy reference:	5413
Professional Service Unit:	Finance
Job type:	Full time Permanent
Hours of work:	37 hours per week, normally worked Monday to Friday. Flexible working will be considered.
Salary details:	Salary level 6 – range £49,735 to £59,837 per annum with potential progression to £72,471 per annum
Line Manager:	James Allman, Financial Controller
Start date:	As soon as possible

Section 2

About Cranfield University

Cranfield's world-class expertise, large-scale facilities and unrivalled industry partnerships is creating leaders in technology and management globally. Find out more about our unique impact, and our vision, mission and values [here](#).

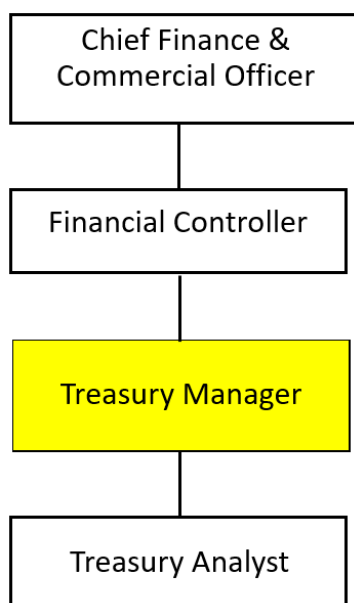
We aim to create and maintain a culture in which everyone can work and study together and realise their full potential. We are a Disability Confident Employer. We are committed to actively exploring flexible working options for each role and have been ranked in the Top 30 family friendly employers in the UK by the charity [Working Families](#). Find out more about our key commitments to Equality, Diversity and Inclusion and Flexible Working [here](#).

Section 3

About the Finance Professional Service

The Finance Professional Service is responsible for managing the University's financial resources and providing the information, insight and controls needed to support effective decision-making. We ensure financial transactions are processed accurately and efficiently, maintain strong governance and compliance, and work with colleagues across Cranfield to support strategic planning, delivery and financial sustainability.

Organisational Chart



Section 4

Job Details

Job Purpose

The Treasury Manager is responsible for the effective day-to-day management of the University's treasury, banking and associated financial operations, ensuring cash and liquidity are managed efficiently and within the University's Treasury Management Policy, Financial Manual and delegated authorities. The role leads cash flow forecasting and treasury reporting, administers borrowing and investment activity, and manages key banking, payment and corporate card arrangements.

The postholder has responsibility for maintaining robust controls across banking, payment security and cash operations, including oversight of BACS processes, merchant services, payment platforms and the Treasury function. The role also manages the accounting and financial administration of the University's endowment funds and supports US Federal Student Aid funding.

Working closely with colleagues across Finance and the wider University, the role ensures treasury and related financial transactions are accurately recorded, reconciled and reported, while supporting audit, year-end reporting and continuous improvement of treasury and banking processes.

Key Deliverables

	Description of Deliverables	% of time
1	Cash Management, Forecasting & Treasury Reporting • Manage the University's day-to-day treasury activities in accordance with the Treasury Management Policy, Financial Manual, delegated authorities and relevant procedures. • Maintain effective oversight of the University's cash and liquidity position, ensuring sufficient funds are available to meet operational requirements and surplus cash is managed efficiently. • Prepare, maintain and continually improve short-, medium- and long-term cash flow forecasts, including daily, weekly and monthly rolling forecasts, and provide cash flow information to support the annual budget and longer-term financial planning. • Monitor actual cash flows against forecast, investigate material variances and identify emerging liquidity risks, trends and pressures, escalating potential shortfalls at an early stage. • Produce accurate and timely treasury reporting for senior Finance colleagues and relevant University committees, covering cash balances, liquidity, investments, borrowing and treasury risks. • Manage the day-to-day administration of the University's Revolving Credit Facility (RCF), including drawdowns, repayments, interest payments and monthly reconciliation. • Maintain accurate records and schedules for the University's borrowing arrangements, including loan balances, repayment profiles, interest costs, facility utilisation and covenant requirements. • Prepare monthly interest accruals relating to private bond financing, loans and deposit accounts and maintain associated bank and loan schedules.	35%

	• Prepare treasury-related month-end and year-end schedules and supporting documentation, ensuring relevant balances are accurately reflected in the financial statements. • Support the year-end audit of cash, investments, borrowing and other treasury balances, providing supporting evidence and responding to auditor queries. • Provide treasury analysis and advice to support financial planning, capital financing and other University decision-making.	
2	Investments, Banking & Foreign Exchange • Manage the operational investment of surplus cash within delegated authority, ensuring investments comply with the Treasury Management Policy, approved counterparties and limits, and the University's approach to security, liquidity and return. • Monitor cash investments, deposits and associated interest income, including funds managed through external cash management providers, and maintain appropriate investment and counterparty records. • Manage the day-to-day relationship with the University's banking, foreign exchange and payment service providers, acting as a key operational point of contact and supporting periodic reviews of service and cost. • Administer University and subsidiary banking arrangements, including bank accounts, mandates, authorised signatories, online banking access and user permissions. • Oversee transfers between University and subsidiary bank accounts and ensure cash balances are managed efficiently and within appropriate controls. • Monitor foreign currency requirements and exposures, manage foreign currency bank balances and coordinate spot and forward exchange transactions within delegated authority. • Manage the operational relationship with Worldpay and oversee the administration of the University's merchant facilities, including Merchant IDs, Terminal IDs and card payment terminals. • Co-lead the University's Payment Security Management System (PSMS), including regular meetings, monitoring actions and supporting the management of payment security risks. • Coordinate the University's annual payment security compliance requirements, ensuring appropriate evidence, documentation and controls are maintained. • Act as an authorised user of the US Department of Education's G5 payment system, requesting US loan funds due to the University based on amounts confirmed by the US Loans team. • Manage the financial processing of US loan receipts, including identification and recording of funds received, foreign currency conversion where applicable, and ensuring amounts are accurately reflected in the University's financial and student systems. • Support reconciliation between the G5 payment system, the US Department of Education's Common Origination and Disbursement (COD) system and the University's internal financial records, investigating differences and processing adjustments or returns of funds as required.	25%
3	Cash Operations, Reconciliations & Corporate Cards	25%

	• Manage and provide day-to-day supervision of the Treasury function, ensuring an accurate, efficient and responsive service and the timely posting and reconciliation of banking transactions. • Ensure bank reconciliations are completed accurately and within agreed timescales, with unidentified receipts, payments and other reconciling items investigated and cleared promptly. • Complete or oversee the reconciliation of intercompany bank balances between the University and its subsidiaries, resolving differences as required. • Coordinate supplier, customer and staff BACS payment runs for the University and its subsidiaries, ensuring payments are processed accurately, securely and within required deadlines. • Administer user access and appropriate administration rights across banking and payment platforms including Bankline, AutoPay and Convera, maintaining appropriate segregation of duties and security controls. • Manage the University's corporate and purchasing card programme, including applications for new cardholders, amendments, cancellations, card limits and maintenance of accurate cardholder records. • Coordinate the monthly corporate and purchasing card statement process, ensuring transactions are appropriately reviewed, coded, authorised and supported by relevant documentation. • Monitor cardholder compliance, follow up outstanding or non-compliant expenditure and escalate persistent non-compliance, including suspension or cancellation of cards where appropriate. • Manage the administration and reconciliation of virtual card statements and resolve card-related queries with cardholders, Finance colleagues and service providers. • Oversee petty cash postings relating to University residences and ensure transactions are appropriately recorded and reconciled. • Manage the financial accounting for the University's endowment funds, ensuring income, expenditure, investment movements and other transactions are accurately recorded and appropriately allocated to individual endowments. • Post and reconcile interest, investment income and other endowment transactions; monitor balances and activity against the terms and purpose of individual endowments; and investigate unusual or outstanding transactions. • Maintain appropriate endowment accounting records and schedules and provide information to support financial reporting, year-end accounts, audit and management oversight of the endowment portfolio and associated investments.	
4	Governance, Controls & Continuous Improvement • Maintain robust financial controls across treasury, banking, borrowing, investments, foreign exchange, payment security, corporate cards and cash management activities, ensuring compliance with the Treasury Management Policy, Financial Manual and delegated authorities. • Ensure appropriate segregation of duties is maintained across banking, payments, investments, system access, cash management and reconciliations, and promptly escalate actual or potential control or policy breaches. • Maintain comprehensive treasury and banking records, reconciliations and supporting documentation to provide a clear and effective audit trail. • Prepare and maintain relevant balance sheet reconciliations, bank schedules, loan schedules and other supporting working papers for month-end and year-end reporting.	15%

	• Undertake agreed financial accounting responsibilities associated with the role, including maintenance and reconciliation of relevant fixed asset information and supporting schedules. • Support internal and external audit activity, respond to queries and ensure agreed recommendations relating to treasury, banking and associated financial controls are implemented. • Develop and maintain treasury, banking, payment security, card and cash management procedures, ensuring processes remain appropriately documented and up to date. • Regularly review processes, systems and controls to identify opportunities to improve efficiency, automation, resilience and the quality of financial information. • Build effective working relationships across Finance, Student Services and the wider University, and with subsidiary companies, to ensure significant cash movements and treasury requirements are identified and managed effectively. • Provide advice and guidance to colleagues on treasury, banking, payment security, cash management, endowment accounting and corporate/purchasing card requirements. • Maintain awareness of relevant developments in treasury management, banking, payment security and higher education finance and assess their potential impact on the University. • Undertake other duties commensurate with the level of the role.	
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Please be advised that the percentages allocated for the key deliverables may be adapted to take into account the needs of the PSU and / or University.

You are also responsible for the management of your team including their performance, outcomes, individual development, and health and safety.

Planning and organising

- Plan and prioritise a varied workload to ensure daily, weekly, monthly and annual treasury, banking and financial reporting activities are completed accurately and within required deadlines.
- Maintain forward plans for key treasury activities, including cash forecasting, borrowing and investment requirements, interest payments, reconciliations, payment runs, year-end schedules and regulatory or compliance submissions.
- Anticipate significant cash inflows and outflows and coordinate with colleagues across the University to ensure these are incorporated into cash flow forecasts and managed appropriately.
- Organise and coordinate activities involving multiple internal and external stakeholders, including banks, payment providers, auditors, fund managers, subsidiary companies and University departments.
- Manage competing priorities and respond effectively to urgent or unexpected treasury and banking requirements, while maintaining delivery of routine controls and reporting deadlines.
- Plan and oversee the work of the Treasury function, setting priorities, monitoring progress and ensuring appropriate cover is in place for key operational activities.
- Maintain effective records, schedules and procedures to support continuity of service, provide clear audit trails and ensure key treasury processes can be completed reliably throughout the financial year.

Communicating and influencing

- Communicate complex treasury, banking and financial information clearly and appropriately to colleagues at different levels across the University.
- Build effective working relationships with key internal stakeholders, banks, payment providers, auditors, fund managers and other external partners.
- Provide clear advice and guidance on treasury, banking, payment security, corporate card and cash management matters, influencing colleagues to follow appropriate policies and controls.
- Work collaboratively with colleagues across Finance and the wider University to obtain timely and accurate information required for cash forecasting, reconciliations and financial reporting.
- Escalate financial, operational or control issues appropriately, presenting the key facts, risks and recommended actions clearly to senior Finance colleagues.

Problem solving

- Investigate and resolve complex treasury, banking, reconciliation and payment issues, identifying root causes and implementing appropriate corrective action.
- Analyse cash flow movements, variances and emerging trends to identify potential liquidity, funding or control issues and determine appropriate next steps.
- Exercise sound judgement when prioritising issues, assessing financial risk and deciding when matters should be resolved directly or escalated to senior Finance colleagues.
- Review exceptions, unusual transactions and system or process failures, ensuring appropriate action is taken to protect University funds and maintain accurate financial records.

- Interpret and apply the Treasury Management Policy, Financial Manual and related procedures to a range of operational situations, including those where established guidance may not provide an immediate solution.
- Identify weaknesses or inefficiencies in treasury, banking and payment processes and develop practical improvements to strengthen controls, reduce risk and improve service delivery.

Decision making

I) Decisions you will take without reference to others

- Prioritise and organise day-to-day treasury, banking, reconciliation and reporting activities to meet operational and financial deadlines.
- Make routine cash management decisions within approved policies, procedures, delegated authorities and established treasury limits.
- Investigate and resolve routine banking, payment, reconciliation, corporate card and system access issues, including determining appropriate corrective action.
- Determine the timing and processing of routine treasury transactions, cash movements, payment runs and reconciliations within agreed controls and authorisation limits.
- Decide when further information or challenge is required from colleagues to ensure transactions, forecasts and financial records are complete and accurate.
- Implement agreed process improvements and control enhancements within the scope of the role.

II) Decisions you will refer to your manager/colleagues

- Any actual or forecast breach of the Treasury Management Policy, Financial Manual, delegated authority, liquidity limits, borrowing covenants or investment limits.
- Decisions relating to significant borrowing, RCF strategy, new financing arrangements, material investments or changes to treasury strategy.
- Significant or unusual cash flow pressures, material forecast variances or transactions that could have a notable financial or operational impact on the University.
- Suspected fraud, payment security incidents, serious control failures or persistent non-compliance with corporate card or banking requirements.
- Material accounting judgements, significant unreconciled balances, complex audit issues or matters requiring interpretation beyond established policy or precedent.
- Changes to key banking, payment, investment or treasury arrangements where senior approval, wider consultation or formal governance approval is required.

Guiding framework

- The University's Treasury Management Policy, Financial Manual, delegated authorities and associated finance procedures.
- Approved banking, investment, borrowing, payment security and corporate card policies, including relevant limits, controls and authorisation requirements.
- Requirements of external bodies and service providers, including banks, payment processors, auditors and the US Department of Education in relation to G5 and COD activity.
- Relevant accounting standards, statutory reporting requirements and University year-end and audit timetables.

- Internal control principles, segregation of duties, information security and payment security requirements, including PSMS and applicable card payment compliance standards.
- Agreed financial systems, banking platforms and operational procedures, together with established month-end, reconciliation and reporting deadlines.

Impact

- Has a direct impact on the University's ability to maintain sufficient liquidity, meet its financial obligations and manage cash efficiently.
- Contributes to the safeguarding of University funds through effective treasury controls, secure banking arrangements, payment security and appropriate segregation of duties.
- Supports accurate financial reporting and decision-making by ensuring cash, borrowing, investment, interest and endowment balances are complete, reconciled and appropriately reported.
- Influences the quality and reliability of cash flow forecasting, helping the University identify funding pressures, investment opportunities and emerging financial risks at an early stage.
- Helps ensure compliance with the Treasury Management Policy, Financial Manual, borrowing requirements, banking arrangements and relevant external regulatory or funder requirements.
- Supports the continuity and effectiveness of key financial operations, including BACS payments, corporate cards, merchant services, US loan funding and banking administration.
- Provides assurance to senior Finance colleagues, auditors and governance bodies that treasury and associated financial processes are operating within approved controls and that issues are identified and addressed promptly.

Facts and Figures

- The University has annual income of approximately £219 million and total assets of approximately £403 million. (source 2025 financial statements)
- Supports the management and forecasting of University cash and liquidity, with year-end cash and cash investments of approximately £17 million. (source 2025 financial statements)
- Supports the management and administration of University borrowing of approximately £190 million, including a Revolving Credit Facility of £60 million.
- Manages the accounting and financial administration of approximately £9 million of endowment funds and associated investments. (source 2025 financial statements)
- Manages the administration and control of approximately 50 corporate, purchasing and virtual cards across the University.

Section 5

Am I suited to this role?

Criteria	Essential	Desirable
Education / Qualifications	Professionally qualified accountant (e.g. CCAB).	Treasury qualification or relevant professional development, e.g. ACT.
Experience	Significant practical experience in treasury, financial accounting or a similar finance role. Experience of cash management and forecasting, bank reconciliations, month-end accounting and preparation of financial schedules. Experience of banking arrangements, electronic payments and associated financial controls. Experience of preparing information for year-end accounts and supporting audit activity. Experience of managing a varied workload and meeting competing deadlines.	Experience within Higher Education or a similarly complex organisation. Experience of borrowing, investments, endowments or foreign currency transactions. Experience of corporate/purchasing cards, merchant services or payment security. Experience of supervising or coordinating the work of others.
Knowledge	Good knowledge of treasury and cash management principles, including liquidity, forecasting, banking and financial controls. Good knowledge of financial accounting, reconciliations, accruals and month/year-end processes. Understanding of internal controls, segregation of duties, delegated authority and audit trails. Good working knowledge of financial systems and Microsoft Excel.	Knowledge of treasury management within Higher Education. Knowledge of endowment accounting, foreign exchange or investment accounting. Knowledge of payment security requirements and/or US Federal Student Aid systems.
Skills / Aptitudes	Strong analytical and problem-solving skills, with a high level of accuracy and attention to detail. Strong organisational and prioritisation	Experience of improving or automating treasury, banking or reconciliation processes.

	skills, with the ability to manage competing demands and critical deadlines. Good communication and interpersonal skills, with the ability to explain financial matters clearly to finance and non-finance colleagues. Ability to exercise sound professional judgement, work independently and build effective relationships with internal and external stakeholders.	Ability to supervise and support staff.
Values	Ability to demonstrate our values: Ambition, Impact, Respect and Community.	
Other	Demonstrates integrity, sound judgement and a strong commitment to safeguarding University funds. Commitment to accuracy, confidentiality, compliance and high standards of professional conduct. Commitment to continuous professional development and maintaining up-to-date knowledge relevant to the role.	Ability to work flexibly during peak periods, including month-end and year-end.