

# Treasury Back Office Operations

It is the focal point in providing back-office treasury support functions in the following:

- **Cash Management**

Undertake collection of loan service payments, loan prepayments, borrowings, capital and membership subscription payments, encashment of ADF notes and donors contributions to Trust funds

Undertake cash flow projections to ensure adequate funds are available to meet loan disbursements, debt service payments, administrative expenses

Ensure surplus funds are invested in the money markets

- **Cash Operation (Payments)**

Disbursement of funds under OCR and ADF loans, Technical Assistance Special Funds (TASF) and grants

Disbursement of funds relating to administrative expenses including payroll and pension

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- **Investment Settlements and Debt Service Payments**

  - Settle all investment and foreign exchange transactions

  - Settle all debt service payments

  - Settle currency purchase relating to loan service payments (LSPs) on behalf of some DMCs

- **Manage the SWIFT Center Operation**

  - Undertake to connect the SWIFT network to ensure uninterrupted use of SWIFT for all electronic fund transfers

  - Undertake disaster recovery procedure (DRP) tests in the use of SWIFT (on-shore and off-shore)

- **Treasury Department IT Support**

  - Provide support to Treasury Department computer applications, including system implementation

# TREASURY BACK OFFICE OPERATIONS

