



**LEADING TREASURY
PROFESSIONALS**

ACT CPD Record Form

Key responsibilities:

- Accurate and timely reporting of all Treasury accounting entries
- Management of the Group’s cash on a day to day basis, including the placing of deposits and the drawdown of facilities
- Management of FX exposures across the Group
- Responsible for the Treasury Management System
- Responsible for ensuring compliance with new regulations in the foreign exchange markets
- Updating intercompany loan agreements and treaty applications
- Assisting the Group Treasurer in the preparation of the Annual Report
- Documentation of all Treasury procedures and policies

IDENTIFY	ACTION	REFLECT	RATING
Ensuring compliance with EMIR and Dodd-Frank regulations	Conversations with banks in our lending group to understand the requirements being placed on corporates and what the banks can do to assist Webinars attended held by the ACT, Reval and Barclays Breakfast briefing held by one of our banks including talking to other Treasury professionals at the event	I feel that I have enough information surrounding the subject to be confident that we are complying with the regulations as they currently stand. They are in their early stages though so I am ensuring that I keep on top of any changes as they come about both by conversations with our banks and through the ACT website/Treasurer magazine	4/5
To understand more about Tax and the interlinking aspects of Tax and Treasury	Build on knowledge gained at a Tax for Treasurers course attended last year by shadowing of European Tax manager through various exercises	I now have a solid understanding of how Tax and Treasury are interlinked in the corporate space. This allows me to know when I should be making our Tax department aware of Treasury activities. Shadowing our European Tax manager has also allowed me to share Treasury knowledge so that they are armed in a similar way.	4/5

		This has also strengthened the existing relationship making it easier to talk things through when needed	
Ensuring effective cash management across the group	Creation of a report to be completed by all our business units as part of our periodic Group Statutory Reporting requesting details of account and cash balances by bank. Model of our pooled cash created showing daily interest and the impacts of any cash movements across the pools	Whilst the bank report is useful to know which third parties our cash is held with it is a retrospective measure and there is some way to go in educating some of the further reaching parts of our business to ensure that the accounts we hold comply with policy The interest model I have developed works well and helps to evaluate the benefits of any cash management activity	3/5
Strengthen accounting knowledge of Treasury transactions	Attend Hedge Accounting and IAS 39 Advanced courses. Take part in the quarterly mark-to-market valuations of our outstanding derivatives	The course was very useful but I need to put theory into practise more at work, unfortunately our month end processing cycle doesn't allow the time for me to take on this job. I will look to complete the exercise during the month as a refresher for me and check results against those completed by the Treasurer at the quarter end	2.5/5
To gain a better understanding of the business	Whilst rolling out our new banking software across the UK I have attended site visits at all of our UK operations and participated in a number of site tours	I now feel I have a better understanding of the processes at the heart of the businesses which allows me to understand the risks that they face and be able to talk informatively to external parties	4.5/5

I confirm that this is a true reflection of my development needs over the last 12 months, as identified through the ACT's CPD cycle.