

administration details

VENUE	Le Meridien SHELBOURNE 27 St Stephen's Green Dublin 2
FEE	Both days: Euro 800 Single days: Euro 500 The course fee includes lunch, light refreshments and course materials.
ENQUIRIES & BOOKING	Grace Keogan FTI Tel.: 01 6700 200 Fax: 01 6700 288 E-mail: gkeogan@fti.ie
BOOKING CONDITIONS	For a cancellation made up to 7 days before the date of the course, a refund of the fee less an administrative charge of Euro 80 will be made. Regrettably there are no refunds for cancellations received within 7 days of the course date. An alternative delegate may be substituted at any time but please try to let us know in advance of the course. We reserve the right to cancel courses at our discretion in which case our liability will be restricted to a refund of any fees paid to us. It may be necessary, for reasons beyond the control of FTI, to change the venue and/or presenters.

application details

I wish to attend the FTI Back-Office Treasury Training

Surname _____ Forename _____

Job Title _____

Company Name _____

Address _____

Tel.: _____ Fax: _____ E-mail: _____

I enclose payment by cheque (please, make payable to FTI Finance Ltd., International House, 3 Harbourmaster place, IFSC, Dublin 1)

Please, Invoice me/my company

FAX BACK ON 01 6700 288

BACK-OFFICE TREASURY TRAINING

PRACTICAL WORKSHOP APPROACH

Spots	WORKSHOPS	Deposits
Options		Swaps
SEGREGATION OF DUTIES	CONTRACTS	REPORTS
Checking	CONTROLS	Settlement
FRAS	FUNDS TRANSFERS	
Forwards	Rollovers	Reconciliations
Best International Practice Standards		

BACK OFFICE TREASURY TRAINING

FTI

FTI is one of Europe's leading treasury consultancy and outsourcing companies. FTI is based in Dublin's IFSC and has been providing treasury services to its Irish and international client base since 1988.

FTI has three main services in the corporate treasury arena:

- **Corporate treasury management consultancy** with the emphasis on practical advice and value added
- **Outsourced treasury management** where we manage and operate treasury functions on behalf of our clients
- **Treasury systems/IT solutions**, either consulting projects, specialist systems, or outsourced systems arrangements.

In association with our US partner firm, Treasury Strategies, we provide global solutions to clients worldwide.

COURSE OBJECTIVES

To give participants:

- A full appreciation of treasury controls and the importance of segregation of duties
- Practical experience in back office activities
- Practical experience in dispute resolution
- An understanding of corporate treasury
- An understanding of treasury products

WHO SHOULD ATTEND

This workshop-based course is targeted at people who are relatively new to treasury or those who want a refresher course on a critical area of activity in treasury today. It will also be of interest to more experienced treasury practitioners who wish to increase the skill base and knowledge of the personnel who report to them. It will be of particular interest to Internal Auditors who wish to increase their understanding of the technical nature of treasury operations they are reviewing.

COURSE PRESENTERS

Michael Delaney, Executive Director, FTI
Michael has over 20 years experience in corporate treasury in Ireland, UK, and Europe. A Director of FTI, he advises leading organisations in Ireland and internationally in all aspects of treasury management-policy, procedures, controls, strategy development and implementation, treasury systems, and training.

He was seconded as Group Treasurer to ESB where he was responsible for managing the Groups international treasury operation. He has extensive experience advising Irish and international corporate organisations on treasury matters including managing formal strategy reviews and regular presentations to Board Committees on treasury risk management. Michael graduated from University College Dublin with a Bachelor of Commerce (honours) Degree and a Masters of Business Studies (honours) Degree. He is a member of the Irish Association of Corporate Treasurers.

Maria Ryan, Back Office Supervisor, FTI

Maria has six years experience in treasury back office gained in corporate organisations and financial institutions. She worked in Bank of Ireland Dublin for two years and IIB Bank Dublin for one year where she gained in-depth experience of the international payments and confirmations processes.

Maria is Back Office Supervisor in FTI and manages back office operations for a number of leading corporate organisations whose international treasury operations are outsourced to FTI. She is responsible for ensuring that the back office operations for these clients are carried out, adhering to the strict controls and best practice standards. She is also involved with presenting to and discussing new client needs and projects for new client set up. Maria holds a BA in Arts (honours) from NUI, Maynooth.

DAY ONE

09:00 Welcome and Registration

09:15 Introduction to FTI

09:25 Treasury Activities

- Cash Management
- Financing
- FX & Interest Rate Risk Management

09:45 Treasury Control Framework

- Treasury Policies
- Treasury Procedures
- Treasury Controls

10:45 *Coffee/Tea Break*

11:00 Roles and Responsibilities

- Front Office
- Back Office
- Mid Office

12:00 Segregation of Duties

- Why is it important?
- How is it achieved?
- Various Models

12:45 *Lunch*

14:00 Back Office Activities

- Deals
- Confirmations
- Payments
- Controls
- Reconciliations

15:00 Dispute Resolution

- Time is Critical
- What to Do
- Follow up and Resolution
- Dispute Reporting

15:30 *Coffee/Tea Break*

15:45 Transaction Flows

- Deal Input
- Deal Checking
- Deal Authorisation
- Deal Confirmations
- Deal Settlement
- Reconciliation
- Recording

16:45 What can go Wrong?

- Examples of Discrepancies
- Lessons to be Learnt
- Role of Back Office

17:15 *CLOSE*

DAY TWO

09:00 Review of Day One

09:15 Introduction to Foreign Exchange Deals

- Spots
- Forwards
- Swaps
- Options

10:15 Foreign Exchange Deals Flows

- Deal Tickets
- Deal Checking
- Deal Authorisation
- Confirmations
- Funds Transfer
- Bank Reconciliation

10:45 *Coffee/Tea Break*

11:00 Foreign Exchange Workshop

Participants will be given practical examples of dealing situations and will undertake the back office role for these transactions

12:45 *Lunch*

14:00 Introduction to Interest Rate Transactions

- Deposits
- Loan Rollovers
- FRAs
- Interest Rate Swaps

14:45 Interest Rate Deal Flows

- Deal Tickets
- Deal Checking
- Deal Authorisation
- Confirmations
- Funds Transfers
- Bank Reconciliation

15:00 Interest Rate Workshop

Participants will be given practical examples of dealing situations and will undertake the back office role for these transactions

15:30 *Coffee/Tea Break*

15:45 Interest Rate Workshop (cont.)

17:00 Review of Workshops

17:15 *CLOSE*