JOB DESCRIPTION (JD)
Sun Life Asia Job Evaluation Process

Date:	25-Aug-2026	**Department:**	Finance Controllership / SLIMA
Job title:	Associate Manager, Treasury	**BU/Division:**	Sun Life Vietnam/ Finance
GCF level:	GCF 5.1	**Career track:**	Professional

Job purpose
Please provide a summary of the purpose and objective of the job.

The Associate Manager, Treasury supports the integrity and effective operation of treasury and investment finance processes by delivering accurate transaction support, cash and holdings reconciliation, valuation support, reporting, and settlement controls. The role helps ensure that treasury and investment-related financial records and deliverables are complete, timely, appropriately controlled, and compliant with internal policies, accounting standards, regulatory requirements, and audit expectations.

Major accountabilities
Identify 5-6 major accountabilities of the job (not the employee). Describe these accountabilities by what is to be accomplished, how and why. Use action verbs to begin each sentence. Avoid the use of acronyms.

1. **Investment accounting support, trade settlement review and booking handover:**
   Review and coordinate investment transaction packages including time deposits, bonds, securities trades, corporate actions, and related settlement documents to ensure completeness and accuracy before accounting booking.
   Prepare or review trade detail packages sent to Accounting, follow up authenticated contracts and hardcopy documents, validate Bloomberg AIM transaction records where applicable, and ensure investment asset booking support is properly documented for audit trail and month-end closing purposes.

2. **Cash management, short-term deposit planning and liquidity control:**
   Monitor ledger cash, available bank cash, reserved cash for operating expenses, and cash movements related to investment assets and operating accounts.
   Prepare and review the short-term deposit plan, including cash forecast, maturity ladder, market-rate comparison, bank limit pre-check and placement proposal, to optimize investment income while avoiding excessive idle cash and maintaining sufficient liquidity for operating and investment needs.
   Support cash projection, liquidity contingency funding, foreign currency transactions, capital deployment, cash transfer documentation, and inter-fund transfer processes.
   Prepare and review weekly cash balance reports and other Treasury cash reports to support Finance Controllership oversight, management decisions, and control requirements.

3. **Portfolio reconciliation, valuation and financial control:**
   Perform and review reconciliations of cash positions, securities holdings, time deposit balances, book value, amortized value, and market value across banks, custodian records, Bloomberg AIM, and local Accounting records.
   Investigate discrepancies, coordinate with relevant stakeholders to resolve breaks, support monthly bond valuation and market price update processes, and ensure corporate action events, pricing inputs, and valuation adjustments are properly reflected in Finance records and investment systems.

4. Management, regulatory and audit reporting:

Prepare and review recurring internal reports related to investment assets, regulatory reporting, and other reports requested by local management, auditors, regional office, or local regulators. Ensure report data is accurate, reconcilable to source records, and delivered within required deadlines.

5. Fee, invoice and vendor settlement control:

Coordinate fee and invoice settlement for investment and treasury-related vendors. Review fee calculations, reconcile invoices against service arrangements, coordinate payment request submission, and ensure approved payments are executed with proper supporting documents.

6. Governance, process improvement and stakeholder coordination:

Support the review and enhancement of internal guidelines, procedures, access reviews, account maintenance, user role administration, vendor risk review, third-party risk management activities, documentation retention, and ad hoc Finance Controllership / SLIMA initiatives. Identify opportunities to improve process efficiency, control quality, automation, reporting consistency, and use of technology or artificial intelligence in daily work.

Ensure all activities, decisions and deliverables comply with fair treatment of Clients principles, proactively identifying and mitigating risks of unfair client outcomes in line with Company conduct expectations.

Specialized knowledge and skills

List specific types of technical or professional skills and knowledge required for the job.

- ✓ Strong knowledge of fund operations, treasury operations and banking operations
- ✓ Practical understanding of investment assets including time deposits, bonds, equities, fund operations, corporate actions, valuation inputs, amortized cost, book value, market value, and investment income.
- ✓ Knowledge of cash management, bank account maintenance, payment controls, liquidity monitoring, foreign currency transactions, capital deployment, and inter-fund transfer processes.
- ✓ Working knowledge of Bloomberg AIM, Kyriba, ClearWater, bank portals, Concur, and Microsoft Office applications.
- ✓ Ability to prepare and review reconciliations, accounting handover packages, operational reports, management reports, regulatory reports, and audit supporting documents.
- ✓ Good understanding of maker-checker controls, segregation of duties, audit trail requirements.
- ✓ Strong analytical skills, attention to detail, stakeholder coordination, problem-solving ability, and ability to work under tight daily, weekly, monthly and quarterly deadlines.
- ✓ Ability to use approved artificial intelligence tools at work to improve productivity, data preparation and document drafting, in accordance with company policies and confidentiality requirements, is an advantage.
- ✓ Demonstrate the Curiosity to effectively leverage AI tools to enhance productivity, decision-making, and quality of outcomes within the role

Problem solving

Outline problem solving requirements in terms of how standardized, varied, complex and interdependent problems and issues are typically faced by this job. Provide examples if necessary.

- ✓ Investigate reconciliation breaks across banks, custodian records, Bloomberg AIM, and local Accounting records, identify root causes, and coordinate corrective actions with Accounting, banks, custodians, brokers, fund managers, and system support teams.
- ✓ Resolve issues related to missing or inconsistent trade documents, payment instructions, authenticated contracts, valuation inputs, invoice details, accounting booking packages, and report source data.
- ✓ Apply professional judgment to assess whether exceptions require escalation to the Finance Controllership line manager, senior management, Legal, Compliance, auditors, or relevant operational owners.
- ✓ Manage time-sensitive deliverables during daily payment cut-offs, trade settlement deadlines,

weekly cash reporting, monthly closing, valuation cycles, quarterly reporting, audit requests, and regulatory submissions.

- ✓ Identify control gaps, process inefficiencies, documentation weaknesses, and system limitations, and recommend practical improvements to enhance accuracy, timeliness, governance, and audit readiness.
- ✓ Demonstrate strong accountability in problem solving by proactively identifying, owning, and resolving all issues within scope, regardless of formal task assignment

Education and experience

Indicate the minimum education level and years of relevant experience required to perform the work. Include specific professional designations, licenses, registrations, if applicable.

- ✓ University degree in Finance, Accounting, Banking, Economics, Business Administration, Auditing or a related discipline.
- ✓ Minimum 05 years of relevant experience in finance controllership, accounting, treasury, investment operations, fund operations, banking operations, audit, or financial services.
- ✓ Experience in insurance, asset management, banking, securities, custody, fund administration, or investment accounting is preferred.
- ✓ Professional qualifications such as CPA, ACCA, CFA or related certifications are an advantage.
- ✓ Strong Microsoft Excel skills are required; experience with Bloomberg AIM, Kyriba, ClearWater, Concur, automation tools or AI-enabled productivity tools is preferred.
- ✓ Good command of English and Vietnamese for business communication, reporting, documentation, and coordination with internal and external stakeholders.

Communication scope

Identify the level and nature of internal and external contacts with whom this job must interact regularly. Describe the reason and frequency of their communication.

- ✓ Communicate regularly with management to provide updates on investment accounting support, reconciliations, valuation matters, reporting deliverables, control exceptions, and process improvement actions.
- ✓ Coordinate frequently with Accounting, Investment, Risk, Compliance, Actuarial, Legal, Procurement, and Regional Office teams to prepare reports, resolve operational issues, validate data, support audit requests, and complete control activities.
- ✓ Liaise with banks, custodians, brokers, external fund managers, service providers, auditors, and regulators as required to clarify transaction details, obtain supporting documents, resolve discrepancies, and support reporting or audit requirements.
- ✓ Provide guidance to junior staff on document preparation, reconciliation standards, reporting timelines, control requirements, and escalation procedures.

Management scope

Total number of direct reports: 0

Total number of staff managed, direct and indirect: 0

Metrics (if applicable)

Finance metrics: Accuracy and timeliness of investment accounting support, reconciliation completion, valuation support, fee and invoice settlement, weekly and monthly cash reporting, management reporting, regulatory reporting, and audit support.

Sales metrics: Not applicable.

Other metrics: Number and quality of reconciliations completed, exception items resolved or escalated, reports delivered by deadline, accounting booking packages completed, audit findings avoided or remediated, process improvements implemented, completeness of supporting documents, and compliance with maker-checker and control requirements.

Travel required: Minimal or not applicable.