JOB DESCRIPTION (JD)

Sun Life Asia Job Evaluation Process

Date:	25-Aug-2026	**Department:**	Finance Controllership
Job title:	Senior Specialist, Treasury	**BU/Division:**	Sun Life Vietnam/ Finance
GCF level:	4.2	**Career track:**	Professional

Job purpose

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

The Senior Specialist, Treasury prepares and initiates Treasury and investment-operation transactions, reconciliations, valuation inputs, and operational reports for review and approval. The role supports accurate and timely cash management, trade settlement, fund operations, fee settlement, and regulatory and audit reporting in accordance with established controls, external-party requirements, and applicable standards.

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.

No.	Major accountability
1	**Cash management and banking transactions:** Prepare daily cash balance reports, monitor bank balances and ledger cash, initiate maker-level cash transfer instructions for operating payments, premium collections, investment funding and inter-fund transfers, and compile complete supporting documents for checker approval.
2	**Trade settlement and investment operations:** Receive and validate securities trade packages, prepare settlement instructions for time deposits, bonds and other approved investment transactions, coordinate with banks, custodian and broker as required, monitor maturing deposits and funding follow-up, and maintain hardcopy and digital settlement records.
3	**ILP NAV operations and fund valuation support:** Prepare maker-level NAV support, including subscription and redemption checking, pricing inputs for bonds and equities, fee and income accrual calculations, review of HSBC and external fund manager valuation reports AIM for checker review.
4	**Reporting, fee settlement and stakeholder support:** Prepare routine Treasury and Investment Operations reports as assigned by the Line Manager, support invoice settlement and Concur payment requests, and provide supporting data for internal management, Accounting, auditors and regulatory reporting.
5	**Regulatory and audit support:** Prepare supporting schedules and documentation for regulatory reporting, internal audits and external audit requests, follow up on information gaps, and help ensure Treasury records remain complete, traceable and available for review.
6	**Controls, documentation and ad hoc support:** Maintain proper filing of treasury documents, support access reviews and bank account maintenance, assist with internal guideline updates, vendor risk review and other control activities, and perform other Treasury tasks assigned by the manager.
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.

- ✓ Good understanding of treasury operations, banking transactions, cash management and investment settlement process.
- ✓ Strong attention to detail and accuracy when preparing payment instructions, settlement documents, reconciliations and reports.

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- ✓ Working knowledge of bank portals and online banking platforms used for payment preparation, transaction status tracking and supporting document retrieval.
- ✓ Proficient in Microsoft Excel, Word and PowerPoint for data preparation, reconciliation, tracking and reporting.
- ✓ Ability to follow maker-checker controls, maintain complete audit trails and escalate exceptions in a timely manner.
- ✓ Basic knowledge of insurance investment operations, term deposits, bonds, equities and fund operations is an advantage.
- ✓ 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.

- ✓ Identify routine discrepancies in cash balances, bank statements, custodian records, settlement documents, and perform first-level investigation before escalating unresolved items.
- ✓ Apply established procedures and checklists to prepare maker-level instructions accurately under time-sensitive daily cut-off deadlines.
- ✓ Coordinate with Accounting, Investment Operations, banks, custodian, brokers and system administrators to clarify missing documents, transaction details or access requirements.
- ✓ Escalate unusual transactions, failed settlements, bank portal issues, pricing differences or control exceptions to the checker or manager with clear supporting evidence.

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 graduate in Finance, Accounting, Banking, Economics, Business Administration or a related discipline.
- ✓ 3-4 years of working experience in treasury, banking operations, investment operations, fund operations, accounting operations or a relevant financial services role is preferred; fresh graduates with strong internship experience may be considered.
- ✓ Professional certificates in finance, accounting, treasury or securities operations are an advantage.

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 daily with line manager or checker to submit prepared payment instructions, settlement packages, reconciliation results and exception logs for review and approval.
- ✓ Coordinate regularly with Accounting, Investment, and RO teams to provide transaction details, booking packages, reports and supporting documents.
- ✓ Liaise with banks, custodian, brokers, pricing vendors and system support teams to follow up transaction documentation, bank confirmations, access requests and operational issues under manager guidance.