

Job Description



Job Title	Balance Sheet Manager	
Date & Version	September 2026	Version: 1.00
Reports to:	Head of Treasury & Financial Planning	
Direct Reports:	None	
Produced by:	Head of Treasury & Financial Planning	



Leek, St Edward Street



Full time, permanent



35 hours

Job, purpose and scope

To support the Treasury and Financial Planning & Analysis function of the Society in their duty to manage the balance sheet and the relevant risks. This role will be involved in the management of capital, liquidity and interest rate risks, through leading detailed stress testing, managing model risk within the Society, modelling IRRBB and seeking ALCO approval where required. The role will also involve performing Treasury dealing.

Duties and key responsibilities

Stress testing:

- Perform detailed capital stress testing on at least annual basis
- Prepare the ICAAP document for the Society, liaising with the various relevant areas of the business to ensure a high quality document is produced
- Perform detailed liquidity stress testing on at least annual basis
- Prepare the ILAAP document for the Society, liaising with the various relevant areas of the business to ensure a high quality document is produced
- Prepare and maintain the Society's Recovery Plan document, ensuring it is kept up to date for recent regulatory pronouncements and expectations.
- Assist the Head of Treasury & Financial Planning where required working on improvements to the model estate for Financial Planning and Treasury.
- Lead on customer behavioural analysis for IRRBB, liquidity and capital purposes.

Committee reporting:

- Ensure accurate reporting of treasury risks through working with the reporting team and updating models where required.
- Prepare papers for ALCO and other committees where required on Treasury matters
- Update the Society's risk appetite and policy documents relating to treasury risks on at least an annual basis, presenting to ALCO and Board for approval.

Duties and key responsibilities

Model Risk:

- Input into improvement of the model risk framework within the Society.
- Lead and support the effective implementation of the framework for model risk, ensuring it is of a sufficiently high standard.

Treasury:

- Undertake Treasury dealing as the team's primary dealer for the Treasury team, transacting interest rate swaps with relevant counterparties to manage IRRBB.
- Manage the Society's interest rate risk hedging program including oversight of process for updating of data in relation to tranche management, working with the Products team and Finance colleagues to ensure it is up to date, accurate and produced efficiently.
- Explore and contribute to methods for utilising any excess liquidity for investment and to manage IRRBB.
- Uphold compliance with internal policies and regulatory standards, ensuring robust treasury operations. Promote and represent the Treasury and Financial Planning team, fostering a proactive spirit of change and continuous improvement.

Inclusion

We are committed to creating an inclusive workplace where everyone feels respected, valued and able to succeed. We welcome applications from people of all backgrounds, experiences and communities. If you require any reasonable adjustments during the recruitment process or throughout employment, please let us know and we will work with you to provide appropriate support.

Conduct Obligations

Conduct Rules

All employees and NEDs are expected to act in accordance with the PRA and FCA Conduct Rules:

- You must act with integrity.
- You must act with due skill, care and diligence.
- You must be open and co-operative with the FCA, the PRA and other regulators.
- You must pay due regard to the interests of customers and treat them fairly.
- You must observe proper standards of market conduct.
- You must act to deliver good outcomes for retail customers.

Financial Crime

All employees and NEDs are expected to:

- Be aware of their personal legal obligations and the legal obligations of the Society in relation to Financial Crime
- Be aware of the Society's Anti-Money Laundering systems and controls and follow the Society's procedures
- Be alert for anything suspicious in respect of money laundering or fraud and report any suspicions in line with internal procedures
- Do not discuss any suspicions with anyone outside of the Society and do not 'tip off' a customer or prejudice an investigation

Person Specification

Qualifications and knowledge	<p>Essential</p> <ul style="list-style-type: none"> ▪ A relevant accounting, treasury, finance or risk qualification, progress towards one, or equivalent professional experience. ▪ Knowledge of balance sheet management, including capital, liquidity and interest rate risk. ▪ Understanding of financial modelling, stress testing and appropriate model controls. ▪ Advanced working knowledge of Microsoft Excel. ▪ Understanding of the regulatory environment within financial services. <p>Desirable</p> <ul style="list-style-type: none"> ▪ Knowledge of building society or retail banking products and balance sheets. ▪ Understanding of ICAAP, ILAAP, recovery planning and Interest Rate Risk in the Banking Book. ▪ Knowledge of Treasury dealing, interest rate swaps or hedging.
Experience	<p>Essential</p> <ul style="list-style-type: none"> ▪ Experience in Treasury, balance sheet management, financial risk or a related finance role. ▪ Experience analysing complex financial information, maintaining financial models and producing clear recommendations. ▪ Experience preparing reports or papers for senior stakeholders or committees. <p>Desirable</p> <ul style="list-style-type: none"> ▪ Experience within a building society, bank or other regulated financial-services organisation. ▪ Experience supporting capital, liquidity or interest-rate risk management and stress testing. ▪ Experience with ICAAP, ILAAP, recovery planning, ALCO, Treasury dealing or model-risk management.
Skills and abilities	<ul style="list-style-type: none"> ▪ Strong numerical and analytical skills, with good attention to detail. ▪ Able to identify financial risks, challenge assumptions and develop practical solutions. ▪ Able to explain complex financial information clearly to specialist and non-specialist audiences. ▪ Produces clear, accurate and appropriately evidenced reports. ▪ Plans and prioritises work effectively to meet agreed deadlines. ▪ Works collaboratively and builds effective relationships. ▪ Uses sound judgement and knows when to seek advice or escalate concerns. ▪ Handles sensitive and confidential information appropriately. ▪ Takes a proactive approach to learning and continuous improvement.
Other requirements	<ul style="list-style-type: none"> ▪ Willingness to maintain relevant professional and regulatory knowledge. ▪ Occasional travel to other Society locations may be required, with reasonable notice wherever possible.

