

EMPLOYMENT OPPORTUNITY

Manager, South Caribbean Credit Union Cooperative Society Limited

The South Caribbean Credit Union Cooperative Society Limited needs a suitably qualified person to fill the position of Manager of the Credit Union. Candidates should possess the following qualifications and skills:

KEY RESPONSIBILITIES

- Monitoring, tracking and verifying all administrative and financial operations
- Preparation of all financial and operational reports and submissions to the Board of Directors.
- Establishment of measures and systems to secure financial assets
- To promote the credit union and to act on its behalf in its dealings with members, partner organizations and the general public.
- Effective management and security of the assets including premises and all its contents

KEY DUTIES

- I. Develops and implements of all policies, procedures and decisions of the Board of directors of the credit union and the achievement of agreed operational and strategic goals.
- II. Reports to the Board of Directors at its monthly meeting, on the administration and operations of the Credit Union and provides advice and recommendations to assist the Board of Directors in decision-making.
- III. His oversight of the procedures and processes relating to delinquency and recoveries policy to prevent and mitigate loan loss and effect recoveries in a timely manner.
- IV. Develops, maintains and administers all operating policies and procedures for the Credit Union's activities and co-ordinate systems between the branch network and main office on approval of the Board of Directors.
- V. Provides the Treasurer with financial statements and related financial information by scheduled deadlines each month and provides input in the preparation of annual financial statements and annual budget forecast.
- VI. Ensures through the application of established systems and procedures as defined in the operations Manual that all records and internal systems are properly maintained and all services delivered accurately and promptly.
- VII. Manages and co-ordinates the day-to-day operations of the main office and other branch offices and information points and ensures the membership is provided with a prompt and reliable standard of service at all times.

- VIII. Ensures the provision of administrative support for the Board of Directors and Committees.
- IX. Ensures that the Credit Union is in compliance with the Credit Union regulations and procedures, and regulations set forth in the Co-operative Societies Act and other regulatory agencies.
- X. Implements job planning, staff objectives, performance appraisals, coaching in accordance with procedures and time frames as outlined in the Credit Unions Human Resource Policies.
- XI. Performs any other assigned duties within the scope of responsibilities.

KEY COMPETENCIES

- Ability to use computer software packages
- Ability to interpret and analyse financial reports and statements and develop varied statistical reports or trends
- Understanding of and the ability to apply the Co-operative Philosophy, Principles and Practices would be an asset
- Effective oral and written communications skills
- Ability to communicate with persons from diverse cultural /educational backgrounds
- Ability to work on own initiative as well as part of a team.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Level 2 ACCA qualifications or BSc., Management or Finance or Business Management
- A minimum of five year's experience
- Proficient in knowledge and use of computer technology
- Proficient in Microsoft Office Suite

PLEASE SEND APPLICATIONS AND ACCOMPANYING DOCUMENTS TO:

**The Secretary, Human Resource Committee
The South Caribbean Credit Union Cooperative Society Limited
Corner of Deane Street and Eastern Main Road, St Augustine.**

Walk-in address: Corner of Eastern Main Road and Deane Street, St Augustine.
Applications should reach this office on or before **December 31, 2017**