

CAMLIN CREDIT UNION JOB DESCRIPTION

JOB TITLE:	Compliance and Finance Manager
REPORTING TO:	Board of Directors
RESPONSIBLE FOR:	Management of Credit Union
REMUNERATION:	£31,000 to £45,000 Pro-rata
WORKING HOURS:	25-30 hours per week

MAIN PURPOSE OF THE JOB

The Compliance and Finance Manager as part of the management team will be accountable to the Board of Directors for the strategic direction, finance and compliance of the Credit Union.

Reporting directly to the Board, and acting on authority vested in the position by the Board, will support the Board in designing, implementing and evolving the Board's strategic vision.

The Compliance and Finance Manager will be responsible for the implementation of policies, risk management, finance and investments, compliance, and with the support of the Office Manager ensuring the Credit Union performs and operates to the highest standards, whilst compliant with regulatory requirements.

Always ensuring the industry best practice standards in all aspects of the credit union business.

DUTIES and RESPONSIBILITIES:

1. Business and Strategic Development

To propose and support the planning and development committee on the overall strategy for the services to be provided by the Credit Union and to develop those strategies for agreement by the Board. To implement and monitor Credit Union activities in meeting and exceeding the strategic vision.

To contribute to overall direction and leadership in the management of the Credit Union.

To support the Board in the discharge of its role as the elected representative body of the Credit Union.

To attend and contribute to meetings of such committees as may be directed by the Board.

To ensure there is adequate planning of the Credit Union's AGM and that members have adequate notice and that accounts are prepared in time in the proper format.

Liaise with the auditor during the annual audit and preparation of annual accounts.

Prepare the annual report and handle the administration of the AGM.

To ensure that all motions passed at the ILCU AGM of the Credit Unions are regularly brought to the Board for implementation.

2. Financial Management

Preparation of budgets and financial planning and monitoring of budgets on a regular basis.

Oversee preparation of financial/management accounts on an ongoing basis to ensure accurate recording and timely balancing of the audit process.

Liaise with both Internal and External Auditors in providing explanation and information as requested to ensure timely completion of the audit process.

Review and analyse monthly management accounts, lending statistics, statutory accounts, financial projections and provide sound financial analysis, advice and recommendations.

As a member of the Investment Committee, responsible for managing, developing and enhancing the Investment Portfolio. Manage liquidity to meet the credit union requirements.

Analyse and recommend to the Investment Committee and board on maximising the return on invested funds by identifying investment opportunities and maintaining relationships within the investment community and relevant stakeholders.

Ensure compliance with all regulatory requirements regarding investments.

3. Credit Union Governance, Compliance and Regulations

To ensure that adequate internal controls are in place to safeguard the assets of the Credit Union and in doing so make reference to recommendations made by Irish League of Credit Unions representatives, the credit union auditors report and representatives from the PRA / FCA.

To devise and implement a compliance system to ensure that all elements of all relevant products and services offered to members by the Credit Union are being carried out in accordance with relevant laws, regulations, policies and procedures, rules and Codes of Practice, and in line with industry best practice.

To propose policies for consideration by the Board, and ensure implementation of agreed policies and procedures.

To be responsible for the Credit Union complying with all statutory and other appropriate regulatory requirements.

To complete and ensure the necessary returns have been made to the Irish League of Credit Unions and that statutory returns have been made to FCA and PRA and other necessary regulatory bodies.

Carrying out regular risk assessments across the credit union, which involves analysing risks as well as identifying, describing and estimating the risks affecting the Credit Union. Maintain the risk register.

Ensure that appropriate internal financial, risk, compliance and audit processes and procedures are in place (in conjunction with Credit Union's Auditors - internal and external).

Ensure full compliance with all legal and regulatory requirements including the areas of Risk, Data Protection, Money Laundering, Employment Law and Health & Safety.

4. People Leadership and Development

Develop, monitor, review and continuously improve practices, policies, procedures, operating and people processes and systems to maximize efficiency and effectiveness in every area of the Credit Union.

To ensure the existence of policy guidelines in all operational areas within which authority, responsibility and accountability are delegated as appropriate to various levels of staff in the Credit Union.

To advise and assist with human resources relating to hiring, disciplinary procedures and conditions of service of staff in accordance with Human Resources Legalisation.

In conjunction with the Office Manager, undertake and oversee employee performance appraisals and maintain the staff succession plan.

5. Operational and Marketing

To represent the Credit Union in its dealings with external bodies and to undertake such negotiations with office manager, external service providers, partners and other Credit Unions as may be necessary. To undertake such representational and/or ceremonial duties as may be directed by the Board. This will involve travel to other locations throughout Ireland.

To foster good relations between the Credit Union and the office of the Irish League of Credit Unions.

Increase the profile of the Credit Union within the local area, using promotional methods agreed with the Board of Directors.

To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient Credit Union.

6. Miscellaneous Duties

To attend and report to the Board at every Board meeting.

To keep the Board informed of all matters relevant to its role, and to advise the directors on all relevant matters arising between Board meetings.

Deal with relevant correspondence on behalf of the Board.

Cheque signatory and keyholder of the premises.

To undertake such other reasonable and lawful duties as may be directed from time to time by the Board.

Senior Management Function (SMF) position

- This role is subject to receipt of a satisfactory criminal records check.
- This role is subject to an appropriate fitness and propriety assessment being conducted by the Credit Union.
- This role is subject to Prudential Regulation Authority/Financial Conduct Authority pre-approval.

7. Personnel Specification

Essential Criteria

- A minimum of three years' experience in financial services, i.e. business, accounts, banking or Credit Union in a management or supervisory capacity.
- A third level qualification in one of the following: finance, Compliance, accounting, or professional Credit Union qualification.
- Strong interpersonal and organisational skills, with exceptional attention to detail.
- Strong communication skills, both oral and written and ability to formulate and present reports.
- Strong computer literacy and knowledge of financial software, office systems.

- Flexibility in working hours is essential, as the manager will attend Board and Committee meetings outside normal working hours and represent the credit union at events.
- Full clean driving licence.

Desirable Criteria:

- An understanding of the Credit Union ethos, rules and regulatory requirements.
- An understanding or experience in Compliance function.
- Will be dynamic and forward thinking, prepared to develop new ideas and ways of serving the needs of our members.
- An influencer with a proven ability to support key stakeholders in a collaborative and engaging manner.
- Self-motivated, energetic and ability to operate on own initiative.
- Ability to deal with competing priorities and challenging objectives / timelines.
- Passion for member service and continuous improvement.

Closing Date for applications is Friday 30th May at 12pm.