

Sheephaven Credit Union

is now inviting applications for the following position:

Assistant Manager

Sheephaven Credit Union is a community based financial services provider, with just under 5,000 members, and assets of €25 million, based in Carrigart, Co. Donegal. The opportunity has arisen for an assistant Manager to assist our CEO in fulfilling their core mission of providing top-quality service to members.

Job Purpose:

Reporting to CEO in designing and implementing its long-term strategic vision. Assist the with the implementation of policies, management of operations, risk management, compliance, performance and day-to-day administration of the Credit Union's office and its staff, ensuring it performs and operates to the highest standards and in a compliant manner.

Main Responsibilities

- Assist in devising strategies to continuously improve the products, services and delivery channels offered by SCU. Lead and support the CEO and Board in devising and implementing a long-term strategy appropriate to the growth and development of the credit union.
- Identify, in conjunction with the CEO, Board and Management Team, innovative opportunities for the credit union to provide new services or delivery channels for members.
- Assist, develop and present the strategic and annual business plans to the CEO for Board for approval.
- Assist in the implementation of strategies agreed by the Board of Directors as set out in the Strategic Plan and report to the Board periodically on progress against the plan.
- Support and communicate effectively with the CEO, Board and its sub-committees.
- Assist and manage performance and development standards for the staff team.

- Assist in ensuring a risk management culture is embedded throughout the organisation. Manage operational and other risks through the implementation of appropriate systems, procedures, internal controls, quality controls and staff management.
- Adopt appropriate Operational Resilience strategies.
- Ensuring compliance with credit union legislation, regulations and governance requirements, and liaise with the Central Bank and other regulatory bodies as required.
- Ensure that appropriate internal financial, risk, compliance and audit controls and procedures are in place (in conjunction with the Credit Union's internal and Statutory Auditors, the Risk and Compliance functions and the management team)
- Assist in the overseeing of lending, underwriting, arrears management and credit control functions to ensure best practice.
- Assist in Preparing reports and returns as may be required by auditors, the Central Bank and other agencies or regulatory bodies.
- Assist in activating lending growth through appropriate marketing strategies and initiatives.
- Assist in the investment portfolio; ensure adequate liquidity; match best practice asset/liability maturity management practices.
- Review and analyse monthly management accounts, lending statistics, statutory accounts, financial projections and provide sound financial analysis, advice and recommendations.
- Manage key external relationships and represent the credit union with regulatory authorities, our umbrella body, service providers, other credit unions and our local community.
- Assist the Compliance Officer & Risk Manager.
- Help devise strategies to support a 'Green' agenda, and a reduction in the credit union's carbon footprint.

Competencies Required

We are looking for a person with an established and proven track record of success either within a similar role, or in a senior leadership position within the credit union or broader financial services sector. Candidates should have:

- A relevant Degree (minimum level 8), or Professional Qualification (e.g., ACA, ACCA, CIMA)

- A Central Bank Minimum Competency Qualification, e.g., QFA and/or other suitable qualification in financial services, credit unions, management, business, law, finance, risk, or compliance.
- Meet & Satisfy Fitness & Probity requirements
- Strong understanding of credit union regulations and the co-operative ethos
- Excellent team leadership and motivational skills and a commitment to supporting staff colleagues and volunteers in reaching their full potential.
- Strong presentation, communication, written reporting and people skills
- Loan underwriting experience.
- Financial and budgeting skills and business acumen
- A member focus, with an emphasis on delivery and growth
- IT skills and knowledge of technology development

How to Apply:

Please apply with a letter of application and full CV by email

to john.mcbride@sheephavencu.ie

by Monday 2nd September 2024

Short listing will apply, and assessment will be based on information provided in the application.

Canvassing will disqualify.

Remuneration will be competitive, commensurate with experience and qualifications.

As an equal opportunity employer,

Sheephaven Credit Union is proud to support a diverse and inclusive workplace.

Sheephaven Credit Union is regulated by the Central Bank of Ireland.