

Scottish Universities Community Bank (SUCB) CEO Advert and Further Particulars

Part time (21 hrs) for one year in first instance.

ADVERT

Scottish Universities Community Bank, previously called First Scottish University Credit Union, is a not-for-profit, member owned financial organisation covering the Scottish HE and FE sector. Established in 1991 we now have over 1100 members and £2m in assets. We currently employ 2 part time staff and are committed to delivering financial services to our education community and to encourage healthier financial habits.

Scottish Universities Community Bank (SUCB) are looking for Chief Executive Officer to work with the Board of Directors and to take responsibility for managing the success of the Community Bank/Credit Union and ensuring its viability and development for the future. The role holder will guide and shape the people and business and deliver the aims of the Annual Business Plan in line with the agreed performance targets and regulatory controls set by the Board.

SUCB are looking for an experienced credit union professional who has the drive and ideas to promote the business across our common bond.

The role is part time, for one year in the first instance.

SECONDMENTS FROM OTHER COMMUNITY BANKS/CREDIT UNIONS WOULD BE CONSIDERED.

FURTHER PARTICULARS

Job description

With over 1,100 members, as a Chief Executive Officer you will provide leadership and administrative support to help the team achieve our business goals. Working with a refreshed and engaged Board who are keen to drive change and development the successful candidate will be a highly motivated individual who is passionate about Credit Union values and be confident to innovate new ideas.

The Role

- Maximise opportunities for growth.
- Innovate new ideas/products/procedures to continue to grow our membership and loan book.
- Deliver a regulatory compliance framework that meets the FCA and PRA standards.
- Lead and manage a team of staff (2 part time equivalent to 1.4 FTE) and volunteers.
- Develop effective relationships with Board members, advise the Board and participate in Board meetings.
- Implement and deliver our strategic Board approved Business Plan.
- Develop networks and forge partnerships with HE and FE establishments that benefit SUCB and our members.
- Improve the customer experience.

Job Details

- 21 hours per week, flexible hours as required
- Salary – £50,000 - pro rata
- 28 days holiday per year plus 6 public holidays - pro rata
- Location – Edinburgh, Office in Heriot Watt University
- Pension – NEST defined contributory scheme (4% matched pension contribution)
- Reporting to the Chairperson

The Person

Essential skills, knowledge, and experience

- Experience of working in a Credit Union at senior staff member or Director level
- Experience of credit union software systems
- Able to pass FCA Fitness and Propriety Assessment
- Ability to communicate effectively
- Experience of marketing and product development with an innovative approach toward campaigns in Credit Unions
- Ability to think and operate strategically
- Ability to lead and motivate a team
- Knowledge of IT systems, control and governance
- Experience of analysing financial statements

RESPONSIBILITIES:

- Ensure credit union operations run efficiently and effectively and are compliant with FCA/PRA and all other relevant regulations.
- Develop, implement and review Business Plan and oversee the preparation of the annual operating plan for the staff.
- Effectively link and coordinate all operational activities including technical, computer, savings, loans, delinquency and credit control, ensuring at all times the professional and proper application of financial control.
- Deliver opportunities to improve the service offer and grow the business including future sources of funding.
- Identify products that will benefit our members and that will assist in providing a competitive range of services including appropriate support to financially excluded communities.
- Develop risk-based pricing in accordance with product development and associated credit union policies.
- Provide regular reviews of our systems developing and improving them in the best interest of members.
- Line management responsibility for Operations Manager and Operations Assistant, and where appropriate volunteers.
- Ensure training and development plans are in place and are being delivered.
- Responsible for ensuring day to day governance and compliance matters are being responded to in line with policies and procedures and these themselves are kept relevant to SUCB and continually in line with regulations.

- Support the Board of Directors and promote the delivery of an excellent service in accordance with professional standards, legislative requirements and SUCU policies and procedures.
- Build relationships of trust, communicate in an informed, confident, polite and understanding manner with all credit union stakeholders, both internal and external.
- Provide cover for operational tasks during periods of staff leave.

Please apply with an up-to-date CV with a covering letter setting out why you would like to work for us and email to Phil Rowsby, SUCB Secretary phil.rowsby@hw.ac.uk by midnight of 20th April 2024.