



JOB ADVERT

Role	Manager
Reporting to	Board of Directors
Salary	£42,000 p.a.
Hours	35 hours per week

Following retirement of our Manager, Dumbarton Credit Union are preparing for the next chapter in our journey and seeking a dynamic, forward thinking Manager who can deliver exceptional; operational performance and grow the business whilst motivating and developing the team and working in partnership with the Board to provide a strategic vision that meets the needs of both existing and future members.

Based in our Dumbarton High Street office, are you the person to ensure that Dumbarton Credit Union continues its successful journey?

Dumbarton Credit Union is authorised and regulated by both the Financial Conduct Authority and the Prudential Regulatory Authority.

We are a community savings and loan co-operative providing financial services to 3,500 members. We are a Real Living Wage Employer and pride ourselves on being a 'family friendly' organisation. We are a not-for-profit organisation that relies on a talented group of employees and volunteers who are collectively passionate about providing vital access to financial services and giving back to the community in which we live and work.

The Manger will be responsible for:

- Providing leadership, direction and management of Dumbarton Credit Union to ensure it meets the Business Objectives as agreed with the Board of Directors within the framework of prevailing regulations.
- The successful operation and development of the credit union and promoting, developing and delivering the credit union's business plans, products and services to ensure ongoing improvements to member services. The Manager will be expected to develop networks and activities to maximise the credit union's opportunities and corporate image within its operating area.
- The Manger will be responsible for compliance with all regulatory and financial controls and for maintaining effective working relationships with the Board of Directors

To be successful in this role, you will have:-

ESSENTIAL:

- Strong leadership skills with at least five years proven experience (or equivalent) in senior leadership roles in a regulated financial services business (i.e. in credit union, banking, accounting or the third sector)
- Solid strategy, planning and communication skills

- The ability to relate to, and focus upon, members' needs and demands and also recognise and respond to market needs.
- Excellent financial literacy (P&L, budget, management account and trial balance interpretation) along with effective understanding of financial and operational performance management.
- A natural leader, you will have proven experience of leading teams, coaching and working with staff & volunteers along with the Board of Directors to deliver success.

DESIRABLE

- Strong knowledge of the credit union movement,
- Experience of volunteers and voluntary organisations,
- Educated to degree level or equivalent,
- Relevant professional qualifications,

We offer you more than the opportunity to work. We offer you the chance to help in supporting the local community to become more financially resilient

The key activities of the role can be summarised as follows:-

1. Design and execution of the strategic direction of the Credit union.
2. Demonstrate Leadership, implementing strategies agreed with the Board for the success of the Credit Union and ensuring successful plans are in place for business growth and first-class customer service.
3. Undertake staffing responsibilities, effectively managing, leading and motivating the team within a culture of trust to devise and deliver plans around budgeting, loan growth and operations.
4. Take overall responsibilities for the creation and maintenance of effective controls, policies and procedures, as well as for reviews of their effectiveness and compliance
5. Delegate delivery of essential functions including accounting, anti-money laundering, business development, compliance, property etc.
6. Ensure efficiency effectiveness integrity and business focus of financial systems and processes, Investigates and advises on highly complex issues and leads on corporate reporting/providing strategic financial and business planning advice.
7. Ensure delivery of high-quality information to the Board, working with the board to deliver marketing strategies and business development to maximise benefits and raise the profile of the Credit Union in a safe and sustainable manner.
8. Develop and maintain successful stakeholder relations, ensuring the board is kept informed of all relevant information, risks and opportunities.
9. Implementation throughout the credit union of suitable arrangements to ensure the health, safety and welfare of all employees, members, directors at work and the health and safety of other persons who may be affected by their activities
10. Undertake any other duties in pursuance of the above overall objective as Manger or as the Board of Directors may from time to time reasonably require commensurate with the post of Manager

This list of responsibilities in no way implies that these are the only duties to be performed. An employee will be required to follow any other job-related duties as required by the credit union.

We welcome applications from all sections of our community regardless of age, disability, gender, race, religion, belief, or sexual orientation.

As a Disability Confident Committed employer, we offer an interview to disabled people who meet the minimum criteria for the job.

To apply for this post please send your up to date CV for the attention of the Chairperson to brenda@dumbartoncreditunion.org

Closing date for applications is 20th September 2024