**VACANCY**

**Organization: Upper Bambara Credit Union**

**Program:** Credit Union

**Job Title:** Credit Union Manager

**Job Location:** Pendembu

**Reporting to:** Board of Directors

# Objective of the Position

The Credit Union Manager is responsible for the day to day running of the Credit Union. He/she is responsible for the proper technical performance of all the Credit Union's accounting and financial activities in consultation with the Board of Directors. In this context, he/she ensures the proper and effective management of financial resources is observed.

# Responsibilities

* Direct the operations of the credit union.
* Prepare financial reports.
* Hire, train, direct, and evaluate employee performance within the functional area.
* Oversee data processing and accounting functions.
* Ensure financial stability commensurate with the best interests of the members.
* Prepare the credit union for external audit
* Ensure the Board of Directors and other committee members are functioning well
* Ensure the Board of Directors approve all monthly expenditure and the payment of approved salaries
* To design and conduct a training program for credit union staff, Board, committees, and members
* To design materials and paraphernalia for the promotion of the credit unions in Pendembu, Kailahun District
* Train beneficiaries on the credit union's loan policy.
* To help credit unions staff, boards, and committees to carry out education and sensitization programs on the credit union and Small Business Development (SBD) orientation
* To provide regular support to credit union staff to proper books of accounts for all transactions of the credit union
* To assist credit union staff in preparing monthly financial and narrative reports on time
* Prepares monthly financial reports and bank reconciliation statements of the credit union
* Interpret and explain the financial reports and position of the credit union to the Board and committees
* To put measures in place to ensure the security of members deposits
* Identify investment opportunities and advise the Board and management accordingly
* Assist credit union officers to prepare financial reports for auditing
* Ensure the smooth day-to-running of the credit union
* Ensure that loans disbursed are recovered on time and following laid down procedures for credit unions
* Establish linkages and networks with Kailahun Women in Governance Network (KWiGN)  VSLA groups and other financial institutions within and around Pendembu, Kailahun District
* Facilitate the holding of annual general meetings and special meetings of the credit union
* Conduct annual assessment and give out the distinguished credit union award
* To work with the Country Director of SEND or his representative to develop strategies for the growth of the credit union portfolio
* Conduct regular internal audit checks on the credit union transactions to improve the quality of the portfolio.
* Provide prompt response and support to address any challenges facing the credit union operations
* Provide backstopping support to the credit union staff.
* Any other assignment as may be assigned by management

## Qualifications, Skills, and Behaviours

### Essential

* A higher National Diploma/University Degree in Accounting.
* Knowledge in SAP
* Problem-solving skills
* Good team player
* Proficient in Microsoft applications, especially Excel and pivot tables.
* Good communication skills both oral and written
* Excellent accounting, analytical, and judgment skills
* Ability to deliver to tight deadlines
* Minimum of three years of experience working in a financial institution

### Desirable

* Must communicate clearly and effectively.
* Ability to facilitate participative processes.
* Must be independent, objective, and have integrity.
* Organized, methodical, and meticulous.
* Fast learner
* Commitment and passion for staying and working in Kailahun District, especially in Pendembu
* Must possess a high level of emotional intelligence

**Please forward the application to:**

**Credit Union Office in Pendembu, SEND Kailahun Office**

**Or**

**Human Resource /Administrative Manager**

**SEND Sierra Leone**

**8 Morigbeh Street**

**Reservation, Kenema**

**Or**

**To:** [Jattu@sendsierraleone.com](mailto:Jattu@sendsierraleone.com); ayamga@sendsierraleone.com

Kindly quote only the **Job Position in the subject line**.

**Closing date:**

**Women and persons with disability are especially encouraged to apply**

**Only shortlisted candidates will be contacted**

**Closing date: 15th January 2021**