



GECCU LTD

General Employees' Co-operative Credit Union Limited

CAREER OPPORTUNITY POST OF FINANCE MANAGER

Summary of Position

The Finance Manager is accountable to the Chief Executive Officer for the control of all areas of financial management and provides an efficient service to members within authorized limits. The Finance Manager oversees the day-to-day operations of the Finance Department and supervises the Finance team to ensure that accounting functions are performed efficiently and effectively.

Duties include but are not limited to the following accountabilities:

1. Prepare and present accurate and timely financial information on a monthly basis including income statements and balance sheets;
2. Monitor and ensure that the cash flow and liquidity are adequate and sustainable for the credit union's operations;
3. Develop and oversee the implementation of financial strategies, plan and policies aligned with the credit union goals and objectives.
4. Develop and maintain checks of internal controls to safeguard the credit union's financial assets;
5. Plan, implement and manage investment strategies and manage relationship with investment institutions;
6. Work with department heads to develop the credit union's annual operating and capital budgets; as well as to provide financial insights and guidance;
7. Monitor the progress of the budget and provide monthly feedback on actual and budgeted revenue and expenses;
8. Act as custodian of all funds, securities and documentation relating to the assets of the credit union;
9. Oversee the maintenance of full and complete records of all assets, liabilities, income and expenditures of the credit union;
10. Supervise the preparation of daily, monthly quarterly and annual account reconciliations;
11. Assess financial risk and implement strategies to mitigate risk related to financial operations.
12. Work in collaboration with the Human Resources Manager to provide training and increase the awareness and knowledge of the finance team in financial

management matters;

13. Manage the relationship with external auditors by providing timely submission of requested reports, schedules, explanations and other pertinent information for the audit process.
14. Lead and mentor the finance team, fostering a culture of accountability, teamwork and continuous improvements.

Qualifications and Experience

- Bachelor's Degree in Accounting, Finance or related field
- ACCA, CPA or other professional certification is required
- Minimum of eight (8) years' experience in the financial services industry with three (3) years at the Senior Management level preferable in a retail financial environment

Competencies

- In-depth knowledge of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS);
- Strong business acumen;
- Strong problem solving, critical thinking and strategic thinking abilities;
- Ability to respond quickly and effectively to changing financial conditions and to make sound financial decisions in a fast-paced environment;
- Effective communication, report writing and presentation skills;
- Ability to work within tight timeframes and strict deadlines;
- Ability to work independently and in teams with cross-functional relationships
- Strong interpersonal and leadership skills;
- Meticulous attention to detail;
- Demonstrated ability to discretely handle highly confidential and sensitive information;
- Proficient in the use of Microsoft Office Suite and other accounting software.

Salary: Remuneration is set at the Management scale and includes travelling and telephone allowances.

Letters of application accompanied with proof of qualifications, resumé and two (2) recent letters of recommendation should be addressed to:

The Operations Officer
GECCU Limited
Halifax Street
Kingstown

The closing date for receipt of applications is **August 16, 2024**.