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JOB VACANCY ADVERTISEMENT

POSITION - BRANCH MANAGER

Central Cooperative Credit Union Ltd was registered as a newly formed credit union on July 2, 2007, on the amalgamation of the St. Alphonsus Co-operative Credit Union Ltd. and the Portsmouth Co-operative Credit Union Ltd. Today, we're proud to continue to serve the unique needs of our ever-growing member base.

The Central Co-operative Credit Union Limited is seeking an experienced, dynamic and innovative individual to serve in the position of **Branch Manager**. The successful individual will be responsible for the overall management of the credit union branch. This individual will be the internal and external champion for the credit union's sales and service culture and will lead the continued enhancement of service delivery and operational process improvements as related to the branch operations.

SPECIFIC RESPONSIBILITIES

- **To assist the General Manager in ensuring the efficient operations of the Credit Union -**
 - To prepare and submit monthly reports on operational activities of the Portsmouth Branch and ensure the General Manager receives accurate financial statements on a timely basis.
 - Ensure that the General Manager remains informed of all key activities at the Portsmouth Branch in a timely manner.
 - Coordinate, in conjunction with the General Manager, the preparation of the annual budget and monitor revenues and expenditures to assure compliance with the approved budget.
 - Assess market conditions and identify opportunities for the branch and so develop a business plan for the branch before the start of each new year.

- **To provide effective supervision to subordinate staff at the Portsmouth Branch**
 - Provide information to staff on the Credit Union, its goals and performance, solicit from employees their suggestions and concerns, and communicate employees' suggestions and concerns to management.
 - Ensure that employees have the resources they need to perform their work effectively.

- **To maintain effective relationships with other financial institutions, governing bodies and the public -**
 - Communicate with the Dominica Co-operative Societies league, credit unions other financial institutions in as needed in the operations of the Portsmouth Branch
 - Advance the image of the Credit Union through professional public relations; organizing marketing activities and events to increase brand awareness within the community

- **Perform all other duties consistent with the position and authority of the Branch Manager as may be assigned to the Branch Manager by the General Manager**

QUALIFICATIONS AND EXPERIENCE

Minimum Qualification:

Bachelor's degree in Finance, Accounts, Economics, Business or Management;
Master's Degree in previous mentioned fields would be an asset.

Minimum Experience:

Minimum of Five (5) years Supervisory or Managerial experience in a financial institution

SKILLS AND COMPETENCIES

- Proven work experience as a credit manager.
- Advanced knowledge of accounting software.
- Good understanding of lending procedures.
- Advanced mathematical skills.
- Excellent analytical skills.
- Good communication skills.
- Good interpersonal skills.
- Detail orientated.
- Ability to deal with stressful situations.

Interested candidates should submit a cover letter; resume' including professional and personal references under confidential cover to:

General Manager
Central Co-operative Credit Union Limited
42/44 Federation Drive
Goodwill, Roseau, Dominica

Deadline for receipt of application is Thursday, April 27, 2023. Applications can be emailed to hr@mycccul.com .

Visit our website for more information at <https://mycccul.com/online/>