



Police Co-operative Credit Union  
(St. Christopher & Nevis) Limited

## VACANCY

### General Manager

THE POLICE CO-OPERATIVE CREDIT UNION (ST. CHRISTOPHER & NEVIS) LIMITED (PCCU) is currently seeking a highly qualified and experienced individual to fill the position of General Manager.

The successful candidate will be responsible for the overall management and strategic direction of the Credit Union under the direction of the Board of Directors. The General Manager is responsible for planning, organising, controlling, and coordinating all human, financial, and capital resources. The position has the responsibility and is accountable for the development, evaluation, and implementation of policies and sound operating procedures in keeping with the Co-operative Societies Act, and the regulations governing co-operative societies to ensure good controls.

#### **Duties and Responsibilities include:**

- **Supervise the daily operations, ensuring the effective implementation of the PCCU's policies and procedures.**
- **Oversee staffing levels, which encompass recruitment, training, and performance evaluations.**
- **Guarantee compliance with the legal and regulatory requirements that govern the credit union sector.**
- **Formulate and execute the strategic plan for the institution, which will be submitted for review and approval by the Board of Directors.**
- **Lead and manage all aspects of credit union operations, including member services, lending, finance, and compliance.**
- **Build and maintain strong relationships with members, staff, and the community to promote the credit union's values and services.**
- **Develop and execute strategies to drive growth, enhance profitability, and ensure the long-term sustainability of the organization.**
- **Foster a positive work culture that promotes teamwork, member-centric service, and continuous improvement.**
- **Ensure that all operational objectives, plans, and procedures are congruent with the Credit Unions' Business Objectives and Strategic Plans and are financially sustainable.**
- **Develop financial and operational policies and procedures consistent with the PCCU's By-laws, Co-operative's Act and industry best standards for BOD approval, to safeguard assets and maintain regulatory compliance.**
- **Collaborate effectively with the Supervisory and Compliance Committee, Credit Committee, and other board-appointed committees to achieve the Credit Union's strategic objectives.**



- **Formulate and present a detailed annual budget for the PCCU for the Board of Directors' approval.**
- **Assume responsibility for the management and upkeep of the Credit Union's assets to ensure optimal operational efficiency.**
- **Guarantee adherence to all regulatory changes, policy updates, and requirements established by supervisory authorities.**
- **Oversee financial planning, budgeting, and the management of capital projects to ensure their efficient and cost-effective execution.**
- **Collaborate with the Accountant to supervise the external auditors and guarantee the timely submission of audit reports in preparation for the Annual General Meeting (AGM) of the PCCU.**
- **Partner with the Human Resources Team and the Board of Directors to identify, reward, and retain top talent while promoting a culture of continuous learning and professional development.**

### **Qualifications and Skills**

- **A Bachelor's degree in Business Administration, Finance, Economics, Accounting, or a related field is required.**
- **A Master's degree in Business Administration (MBA), Finance, or a related field is preferred.**
- **Minimum of five (5) years of leadership experience in a Senior Management position within the financial industry.**
- **Strong knowledge of credit union operations, finance and accounting, Financial Services Regulations, Compliance, and the Co-operative Societies Act.**
- **Exceptional leadership, communication, and problem-solving skills.**
- **Strong analytical, strategic thinking, and decision-making abilities.**

### **Remuneration**

Salary will be commensurate with qualifications and experience.

If you are ready to lead a thriving credit union and make a lasting impact, we encourage you to apply!



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## **How to Apply**

Applications must be submitted via email to [thesecretary@pccukn.com](mailto:thesecretary@pccukn.com) on or before Friday 13<sup>th</sup> December 2024. Please include references and relevant certifications with your application. **Only shortlisted candidates will be contacted for an interview.**

## **Please address all applications to**

Lt. Col Patrick Wallace  
The Executive Secretary  
Police Co-operative Credit Union (St. Christopher & Nevis) Ltd  
E C Daniel Building  
Cayon Street  
Basseterre  
St. Kitts

