



## VACANCY ADVERT – CHIEF EXECUTIVE OFFICER

The St. Kitts Co-operative Credit Union (SKCCU) is seeking applications from suitably qualified persons to fill the position of Chief Executive Officer (CEO).

### JOB ROLE

The Chief Executive Officer (CEO) is the Chief Leader and Strategic Visionary for the St. Kitts Co-operative Credit Union (SKCCU). Under this purview, the role of the CEO is to provide transformational strategic leadership, direction and management of the SKCCU to ensure that the institution meets its long-term goals and objectives, as established by the Board of Directors (BOD) and within the framework of the regulatory and statutory requirements. The CEO has responsibility for the successful growth, innovation, and development of the credit union and for promoting, developing and delivering the SKCCU's business plans, products and services to ensure continuous improvements to member services. The CEO must plan, direct and control all credit union activities in accordance with strategic plans, cooperative principles, Governance Policies and directives. The CEO is responsible for ensuring financial stability and member satisfaction commensurate with the best interest of the members, employees and the credit union. The development of networks and activities is fundamental under this role, to maximise SKCCU's opportunities and corporate image within the local community. The CEO is responsible for overall compliance with all regulatory and financial controls and for developing and sustaining collaborative relationships with the BOD.

### Duties and Responsibilities include:

- Design and implement the institution's strategic plan, for presentation to and approval by the BOD.
- Proactively advise and support the BOD in the determination of the business strategy and direction of the Credit Union in order for it to achieve its growth targets, Business Objectives, Strategic Plans and financial sustainability.
- Ensure the development of, and presentation to the BOD, policies consistent with the achievement of the Business Objectives, Strategic Plans and ensure all policies are fully implemented within



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- prescribed policy limits, Charter, By-laws, Credit Union's policies, rules and regulations, and applicable laws and regulations.
- Ensure that all operational objectives, plans and procedures are congruent with the Credit Union's Business Objectives, Strategic Plans and are financially sustainable.
- Conduct regular reviews of the Credit Union's position and implement appropriate strategic measures to ensure that its performance aligns with the Business Objectives and Strategic Plans.
- Take overall responsibility for the creation and maintenance of effective controls, policies and procedures, as well as for their continuous monitoring and updates to ensure effectiveness and relevant compliance.
- Ensure operational efficiency, effectiveness, process integrity, and a results driven culture within financial systems and processes. Investigate and resolve highly complex issues, providing **strategic guidance on financial and business planning**.
- Collaborate with the Internal Auditor and Audit Committee to ensure appropriate internal controls to mitigate risk; and ensure continuous monitoring.
- Build, maintain and expand strategic partnerships to enhance the offerings of the SKCCU. Empower the SKCCU's members.
- Collaborate with the **Human Resources** Team and the BOD to **recognize, reward, and retain top talent** and foster a culture of continuous learning and development.
- Review all reconciliation accounts on a monthly basis to ensure compliance and **sound financial practices**.
- Work with the Chief Financial Officer (CFO) to manage the external auditors and ensure audit reports are delivered on time and in preparation for the SKCCU's Annual General Meeting (AGM).
- **Oversee all financial planning, budgeting, and capital project management** to ensure timely and cost-effective execution.
- Develop and implement, a comprehensive risk management framework to identify, assess, and control enterprise risks, including strategic, operational, financial, reputational, technological, cybersecurity, and macroeconomic risks.
- Ensure that the credit union is compliant with all regulatory changes, policy updates, and requirements from supervisory bodies.
- Lead the management team in completing the Key Performance Indicators (KPIs) outlined in the workplan, upon approval of the Strategic Plan.



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- **Drive growth and revenue generation**, particularly for the Loans portfolio, ensuring financial targets are met or exceeded. Manage the delivery of essential functions through delegation, including: accounting, AML, business development, compliance, property management, finances, human resources (HR), investments, lending, marketing, operations, customer service, risk management and security.
- Provide mentorship and coaching to the team and develop future leaders; prepare and update succession plan as required.
- Work with the BOD to develop and continuously monitor KPIs for the institution.
- **Ensure transparent and effective communication** with the BOD, keeping them informed of all critical information, risks, and opportunities.
- Attend **all** BOD Meetings, providing timely and accurate updates on the credit union's progress.
- Support the BOD in the discharge of its role as the elected representative body of the Credit Union. Implement plans and strategies agreed by the BOD to the standards mandated or, in the absence of documented standards, applicable best practice.

## QUALIFICATIONS AND COMPETENCIES

- Master's degree in Management Studies, Business Administration, Financial Management or a related field.
- At least Ten (10) years' experience in a Senior Management position within the financial industry. Related experience in credit union is an asset.
- Adequate knowledge of Credit Union Management, Finance and Accounting, Risk Management, Strategic Planning or a related discipline is a plus.
- Knowledge of Financial Services Regulations, Compliance, and the Co-operative Societies Act.
- Proficiency in **information technology, financial software**, and Microsoft Office Suite.
- **Strong analytical, strategic thinking**, and decision-making abilities.
- Excellent communication, **interpersonal**, and **leadership** skills.
- Proven record of strong business and **financial acumen**, with the ability to develop and **execute financial strategies**.



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## APPLICATION DEADLINE

Applications should be submitted via email to [recruitment@talentplushr.com](mailto:recruitment@talentplushr.com) on or before **October 31st, 2024**. Applications should be addressed to the following. Please note that only shortlisted candidates will be contacted for an interview.

The Recruitment Team - CEO  
St. Kitts Co-operative Credit Union  
Bladen Commercial Development  
Basseterre, St. Kitts



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