

Kingdom Community Bank

# Chief Executive Officer (CEO)



- Salary:** £38,000 per annum
- Contract:** Permanent, full-time (35 hours per week)
- Location:** Methilhill
- Reporting to:** Board of Directors

**Kingdom Community Bank** is at an exciting stage in its growth and development and now seeks a new CEO to lead the organisation forward as it continues to strengthen its position as the leading ethical savings and loans organisation in Fife.

With over 8,000 members and membership growing, we are on a journey of significant change and improvement to ensure we offer relevant and accessible services to everybody living and working in Fife.

The Board of Directors is looking for applicants with strong leadership skills, credit union and financial sector knowledge, experience of developing and delivering against plans, and a track record of successfully managing people and budgets.

For more information about Kingdom Community Bank, a job description, person specification, application form and guidance, please visit [www.kingdomcb.org.uk](http://www.kingdomcb.org.uk)

**Closing date for applications: Friday 17 January 2020**

Interviews will be held on Thursday 30 January 2020.

Kingdom Community Bank is a trading name of Kingdom Credit Union Limited, credit union registration number 231896. It is a registered mutual society (number 158CUS) having its registered office at Main Street, Methilhill, Fife, KY8 2DP.

We are authorised by the Prudential Regulation Authority, and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

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# Chief Executive Officer (CEO)

## Job Description and Person Specification



**Post Title:** Chief Executive Officer (CEO)  
35 hours per week  
**Salary:** £38,000 per annum  
**Duration:** Permanent  
**Location:** Methilhill  
**Reporting To:** Board of Directors

### Main Purpose of Post

The CEO is responsible for the operational management and development of Kingdom Community Bank (KCB). S/he will be accountable to the Board of Directors and ensure the organisation meets its legal, regulatory and financial obligations. They will also be responsible for the development and delivery of the business plan, operational plan, financial forecasts and budget.

### Main Duties

1. Achievement of the results set out in the agreed budget and business/strategic plan and to expand the business through the effective and efficient delivery of existing services and the implementation of new services and procedures
2. To prepare, implement and review the business/strategic plan and to provide input and to advise the Board in preparation of the operating and financial budgets and forecasts for the organisation. To review, endorse or revise budget proposals and business plans and to submit to the Board for approval
3. The stewardship, effective management and security of the assets of KCB including funds, cash, premises and their contents
4. To direct, ensure supervision and develop all staff and volunteers within KCB, including the enforcement of up to date and effective policies and procedures
5. To promote KCB and to act on its behalf in its dealings with members, partner organisations and the general public
6. Promotion of products and services of KCB in such a way that membership is developed and KCB is recognised as an effective and efficient organisation
7. Ascertaining the demands/needs of members and ensuring the resources of KCB are adequate and sufficient to meet those demands/needs
8. To foster favourable public relations between KCB and the various organisations, regulators and the public in the conduct of its business
9. To ensure the organisation complies with its governing instrument (Rulebook) and, all legal and regulatory requirements, including for example anti money laundering, insurance, data protection and health and safety
10. Ensure active promotion of financial literacy, affordable loans and sign posting to relevant agencies in relation to loan sharks, debt advice and welfare reform

11. Ensure that all policies and procedures are up to date, effective and fully implemented
12. To service the Board and Committees, providing general advice and presenting matters requiring decisions and to keep Directors informed of appropriate developments, both internally and externally
13. To prepare Board reports that provide timely and accurate information on performance, issues, achievements, financial controls and financial health
14. To assist and work with the Board in identifying and establishing future sources of funding, income generation and/or investment for the continued growth and development of KCB
15. To support the Board in protecting the assets of KCB.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business.

There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties. Time off in lieu arrangements will be put in place to ensure flexible working practices that benefit both the organisation and the employee.

### **Person Specification**

Essential requirements:

1. Degree level qualification or equivalent experience
2. Experience of working in a bank, credit union or similar financial institution
3. A relevant professional (financial or managerial) qualification
4. Experience in the preparation and presentation of Board reports, management reports and business plans
5. Proven experience in financial planning and budget monitoring
6. Ability to interpret and analyse financial reports and statements
7. Excellent communicator with strong negotiation and relationship building skills
8. Ability to manage staff and service delivery
9. High level of IT competency
10. Ability to work on own initiative as well as part of a team
11. Experience of effective marketing and promotions in a small business/organisation
12. Some understanding of the ethos and objectives of a credit union
13. A commitment to equalities.

Desirable requirements:

1. Ability to use IT/software systems for credit unions and financial management
2. Credit union business development experience
3. Experience of marketing and promotions
4. Experience of a membership-led organisation
5. Good understanding of the third sector and third sector governance structures.