



SAINT MARTIN'S CREDIT UNION LTD.

*Eve Street, San Ignacio
Cayo District, Belize C.A
Manager 824-3231
824-2093*

JOB OPPORTUNITY

St. Martin's Credit Union

Introduction

St. Martin's Credit Union, as a financial cooperative thrift institution, acknowledges and advocates that good corporate governance principles and practices are vital for the responsible management of its membership assets. In furtherance, it commits to institutionalizing an effective organizational framework that provides the requisite mechanism contributing to the organization's viability with the primary purpose of providing a fair, reasonable and sustained rate of return on investment to its shareholders – the membership.

In an effort to attain the foregoing, the management informs of a vacancy that exist at St. Martin's Credit Union for the position of **Assistant General Manager** effective 3rd May, 2010.

Purpose

To provide the requisite support to the General Manager in the effective implementation of the Credit Union strategies, policies and programmes geared at maintaining and sustaining the organization's financial viability and organizational effectiveness.

Essential Functions

- To plan, direct, manage, and oversee the activities and operations of the credit union
- To ensure that all laws, bye-laws, rules, policies, and regulations relating to the operations of the credit union is adhered to at all times
- To provide sound financial management advice to the credit union at all times
- To recommend and prepare human resource strategies and policies for the effective functioning of the credit union
- To oversee the efficient administration of Mount Carmel Credit Union
- Monitor and evaluate the efficiency and effectiveness of our services delivery methods
- To oversee the development and implementation of the credit union goals, strategic objectives, policies and programmes

Knowledge, Skills, and Abilities

- Strong analytical skills to include an understanding of how to interpret financial reports and business needs
- Excellent computer skills
- Knowledge of financial and banking laws of Belize
- Excellent communication skills
- Ability to organize and facilitate meetings and to elaborate on important information in detailed reports and summaries

Experience

- Working experience and fluency in both English and Spanish languages will be an asset
- Three(3) years proven track record working experience in financial management and analysis

Qualification

- A first degree in Accounting, finance, business management or business administration

Remuneration

- Negotiable based on eligibility criteria

Interested applicants are encouraged to submit a letter of application along with a resume and two letters of recommendations addressed to:

Board of Directors
St. Martins Credit Union
Eve Street
San Ignacio Town

Deadline for application is 27th April, 2010. Selected applicants will be notified of interviews no later than 30th April, 2010

For further information, please visit our web site

www.smcubelize.com