

## **Chief Financial Officer role**

### **Lucan District Credit Union**

Job title: Chief Financial Officer (CFO)

Reporting to: Chief Executive Officer (CEO)

This is a full-time, office-based role.

Lucan District Credit Union is a not-for-profit credit union, set up for and owned by our members within the community of Lucan and Adamstown. Founded in March 1968 we are over 55 years in business. We have over 17,400 members, and €91m in member assets under management.

#### **Summary of role:**

The CFO will be responsible for the management and continuous improvement of the finance function of the credit union (per the description below), will act as an integral part of the management team and will deputise for the CEO in their absence. The CFO will be expected to contribute to the development and implementation of the strategy to help the credit union achieve its strategic objectives.

#### **Principal duties and responsibilities:**

- Day-to-day management of the finance function. Daily reconciliation of shares, deposits, loans, identify and resolve any differences. Daily bank reconciliations.
- Manage all aspects of accounts administration including accounts payable, liaising with suppliers, general insurance, LP/LS monthly reporting and premium payment, DIRT/PAYE/PRSI returns, and filing.
- Manage cashflows and ensure current accounts are adequately funded.
- Preparation of monthly management accounts, and reconciliation of bank and control accounts. Variance and trend analysis and reporting.
- Payroll processing.
- Maintenance of HR files and annual leave spreadsheet.
- Fixed asset register management.
- Management of cash controls and security. Oversee and check cash held and daily bank lodgements.
- Liaise with banking counterparties and manage investment portfolio.
- Supporting the work of the investment committee.
- Monitoring and managing the liquidity ratio for the credit union.
- Timely preparation and submission of all statutory returns, prudential returns, annual returns, Annual Compliance Statement, and any other returns that may be requested by the Central Bank of Ireland.
- Preparation of the quarterly loan book review for the Board.
- Monthly bad debt provision review and recommend adjustments to the provision where required.
- Oversight of credit control function and liaison with Cabot and credit control committee.
- Review and sign-off of bad debt write-offs quarterly.

- In conjunction with the CEO and Operations Manager, review supplier contracts periodically to ensure that suppliers are delivering per SLA and the Lucan District Credit Union is getting value for money.
- Participate in the development of business cases for proposed new products, services, interest rates, or changes to the organisation structure or business model of the organisation.
- Participate in the annual strategic planning process to include preparation of financial projections, stress testing of the financials, and other information as may be required.
- Attending Board or committee meetings if requested by the CEO to report directly on the financial status of the organisation.
- Liaising with statutory auditor and management of the annual audit process to prepare for the AGM.
- Liaise with and support the work of the internal auditor, risk officer, and the compliance officer.
- Liaise with the Central Bank as required.
- Deputise for the CEO in her absence.

**Requirements for applicant:**

- As a minimum, applicant should have a recognised professional accounting qualification with a minimum of ten years PQE.
- Experience of preparing management accounts and statutory returns.
- Knowledge and experience of investments.
- Ideally previous credit union experience and familiarity with credit union operations and regulations.
- Strong analytical skills and ability to prepare concise reports.
- Excellent communications skills both oral and written, and interpersonal skills.
- Applicant must meet fitness & probity requirements.
- Excellent spoken and written English.
- Ideally and understanding and appreciation of the credit union, ethos, and its role in the community.

To apply for this job please send a CV and cover letter outlining why you would be suitable for this role to [recruitment@lucancu.ie](mailto:recruitment@lucancu.ie). Closing date is by close of business Friday 26<sup>th</sup> July.

Lucan District Credit Union is an equal opportunities employer.