

Advance Credit Union



Compliance Manager

(Flexible Hours – Up to 30 Hours per Month)

Salary negotiable

Location: Advance Credit Union, 200 Sutton New Road, Erdington, Birmingham. B23 6QU

Advance Credit Union is looking to recruit a Compliance Manager to take the lead on strengthening our supervisory and compliance functions and make a significant difference to our growing credit union, which serves the communities of North Birmingham and Solihull.

Are you looking to give something back to your local community and work with a 'not for profit' organisation which is making a real difference through providing ethical financial services including credit at fair and reasonable interest rates as well as promote saving and good money management? Are you looking to work with a small team of staff and volunteers to share your knowledge and experience on audit and compliance activity to develop their skills and make a difference to our overall effectiveness of internal control systems, policies and procedures?

If the answer is yes, and you believe you can match our ambitions and have the necessary skills and determination to make a difference to the Credit Union, we would welcome your application. Please include within your expression of interest details on how your skills and experience meet the requirements for this role as well as an outline CV. Applications should to be forwarded to the following email address: chair@advancecu.org.uk

Applicants of all ages and backgrounds with the relevant experience are encouraged to apply.

The closing date for applications is **16 October 2017**. Interviews for shortlisted applications will be held by arrangement with candidates.

For informal discussion about this opportunities, please contact the Chair of Directors at chair@advancecu.org.uk, from 21 September onwards.

Your role:

The Compliance Manager's main role is to ensure that operating practices and procedures safeguard the members' assets, through a programme of independent audits that monitor compliance to the rules that govern Credit Unions. Working with a small voluntary team, and under the direction of the Board of Directors, you will bring your experience, knowledge and skills to work together in promoting the continued success of Advance CU.

As the chair and member of the Supervisory Committee you will be expected to organise and deliver a programme of audit and compliance assurance activities, which will require some attendance of the

office during normal working hours. On a quarterly basis, you will report to the Board on audit and compliance activity and the overall effectiveness of internal control systems with recommendations on improvement actions.

Skills and qualifications:

We are looking for someone who is a fully or part qualified accountant/internal auditor with experience in internal audit, compliance, risk and process improvement. Ideally, you will have some knowledge of the banking or financial services sector. As a self-starter, you will take an analytical approach to the work with good attention to detail and a solution-based approach to problem solving. You will also have a clear understanding of business processes and the role of compliance in supporting business effectiveness.

As a confident communicator, you will have the ability to work with a range of audiences including: writing and presenting audit reports for the board, with clear recommendations; coaching staff and volunteers to develop skills and knowledge as well as presenting to Credit Union members at the annual general meeting.

Who we are:

Advance Credit Union is an ethical financial cooperative regulated by the Prudential Regulation Authority (PRA) that serves North Birmingham and Solihull communities providing financial services to over 4,000 members. The membership is growing at a rate of more than 10% year on year and Advance Credit Union now provide a full internet service enabling new members to join, apply for a loan, and manage their savings and loans all online. With secure financial operations, recognised through our annual audit of accounts, Advance Credit Union pays an annual 1% dividend to its members.

www.advancecu.org.uk