



JOB SUMMARY

The Senior Manager Operations reports directly to the Chief Executive Officer (CEO) and is a member of the Senior Management. S/he will actively participate and execute the vision, mission, values, and strategic direction of the Organization to ensure its sustainability and growth. The Senior Manager Operations will have oversight for key operational areas and will be the central figure in ensuring that the operations of the organization functions efficiently. The position will also assume the role of Corporate Secretary and act as CEO periodically.

KNOWLEDGE

- Relevant legislation governing the operations of the organization.
- Public Finance Management Act (2019)
- Employment Rights Act
- Sexual Harassment (prevention) Act
- Administrative Justice Act
- Safety & Health at Work Act.
- Data Protection Act
- Office productivity software.
- Performance management techniques

APPLICATIONS SHOULD INCLUDE THE NAME AND CONTACT INFORMATION OF THREE REFERENCES AND BE SUBMITTED NO LATER THAN FEBRUARY 29 , 2024

Contact



Chief Executive Officer



The Student Revolving Loan Fund



Elsie Payne Complex, Constitution Road, St. Michael



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ONLY APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED



SENIOR MANAGER OPERATIONS & CORPORATE SECRETARY

KEY FUNCTIONS AND RESPONSIBILITIES

- 1.The Senior Manager Operations will be responsible for providing strategic and operational leadership of the Information Technology, Loans & Collections, Finance & Administration, and the Marketing & Business Development functions of the organization.
- 2.Developing, implementing, and maintaining operational policies and procedures to ensure that the organization is operating efficiently and delivering a high level of customer service.
- 3.Ensure that the organization meets all its regulatory and reporting requirements in a timely manner.
4. Organizing all Board of Directors meetings, assisting with and preparing board papers, taking the minutes at board meetings, and ensuring follow-up on decisions taken.
- 5.Work with the CEO and Management team in setting and driving organizational vision, operational strategy, and resource requirements.
- 6.Manage effectively short to medium-term business planning and forecasting in line with strategic goals to achieve targets whilst ensuring long-term profitability.
- 7.Develop, implement, and monitor internal control procedures and processes to safeguard the organization's assets, promote operational efficiency and ensure adherence to legal and administrative regulations and make recommendations for strengthening of controls, as necessary.
- 8.Review internal audit reports and ensure that all recommendations are implemented in a timely manner.
- 9.Manage effectively short to medium-term business planning and forecasting in line with strategic goals to achieve targets whilst ensuring long-term profitability.
10. Assist the CEO in compiling the Mid-term Report, Annual Plan, and Annual Report.

QUALIFICATIONS AND EXPERIENCE

- A Master's degree in Management, Accounting, Banking & Finance, Law or a related subject and a minimum of five (5) years relevant work experience with three years experience in a management position.
- An undergraduate degree in Management, Accounting, Banking & Finance, Law or a related subject and a minimum of eight (8) years relevant work experience with five years experience in a management position.
- A professional designation in a relevant area and certification in corporate governance would also be an asset.

CORE COMPETENCIES

- A sound understanding of lending practices and collection techniques.
- A working knowledge of accounting & financial management.
- Knowledge of marketing & business development strategies.
- A sound understanding of the Management of Information Systems.
- Excellent leadership skills and a strategic thinker.

SALARY

A competitive salary commensurate with the successful applicant's qualifications and experience will be offered.