

Moisoy Union General Manager at Co-operative Bank of Kenya

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Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); The Co-operative Bank of Kenya Limited is incorporated in Kenya under the Company Act and is also licensed to do the business of banking under the Banking Act. The Bank was initially registered under the Co-operative Societies Act at the point of founding in . This status was retained up to and until June 27th when the Bank's Special General Meeting resolved to incorporate under the Companies Act with a view to complying with the requirements for listing on the Nairobi Stock Exchange (NSE)

Duties and Responsibilities

Overall Manager of the Union and secretary to the Board.

Coordination of primary Co-operatives' activities

Charged with the responsibility of overseeing the proper implementation of all Union policies as directed by the board of directors.

Administration of all the departments/functional units and all the branches.

Provides leadership to all the Union' internal management team.

Provides technical advice and operational feedback to the Union board of directors and sub-committees so as to assist them in the formulation of policies and regular review of the existing policies.

Ensures that plans, regulations, procedures, rules, manuals, programmes, systems, controls and structures are in place for the smooth running of operations and attainment of the Union objectives.

Develops appropriate organizational structures that will lead to optimum utilization of all Union resources.

Ensures effective supervision of staff at all levels in order to maximize organizational effectiveness.

Ensures proper administration of staff in accordance with the Union's personnel policy and the existing labor laws.

Provides guidance to the board of directors in the recruitment and deployment of staff.

To cultivate and encourage productivity and result oriented culture of the Union.

Ensures existence and compliance of proper framework to analyze business results with a view to reviewing various strategies and/or effective control measures.

Ensures that a system is in place to appraise actual staff job performance against set standards and that the results are utilized appropriately to improve the work standards and overall development of staff.

Ensures that proper lending procedures are followed in lending Union funds and that surplus funds are invested in a prudent manner.

Ensures that the good image of the organization is enhanced at all times by embracing customer care principles when dealing with the public.

Oversees compliance and to authorize all Union transactions in accordance with the Union regulations. Rules and laws.

Ensures the mobilization and growth of savings and institutional capital.

Guides the Union on the proper utilization of the operations manuals and their review.

Ensures maintenance of an up- to date inventory of the Union's assets and liability (machines, equipment and fixtures).

Ensures maintenance of the Union's updated lists of shareholders/members.

Ensure proper implementation of procurement and disposal policy.

Continuously assesses the effectiveness of internal control systems and take remedial measures where appropriate.

Supervises transactions in all Union bank accounts and monitors liquidity position to ensure adequate funds for members' service.

Authorizes Union financial transactions in accordance with Union regulations.

Ensures the existence and compliance of an appropriate framework to safe guard Union's resources.

Ensures that all statutory deductions and amounts owing to creditors are correctly and timely remitted to the respective beneficiaries.

Will be a signatory to Union documents and cheques.

To keep abreast of all material undertakings of the Union and all material factors affecting the Union and to ensure that processes and systems are in place to ensure that the management are adequately informed.

To ensure that the Board is adequately informed and that sufficient information is provided to enable the Directors form appropriate judgments

In concert with the Board Chairman, to determine the date, time and location of the annual general meeting and develop the agenda for the meeting

Performs other duties assigned by the board of directors from time to time.

Requirements

Qualifications

A bachelor's degree in a business-related field preferably accounting/finance, Economics, Business administration,

5 years' experience in senior management role in a Co-operative/ Union

Knowledge of finance, accounting, budgeting, and cost control principles including

International Financial Reporting standards (IFRS)

Co-operative Management course will be an added advantage

Key Skills and Competencies

Good analytical, Communication and writing skills.

Excellent organization and interpersonal skills.

Problem solving skills

Knowledge on Project Management

Must possess high degree of integrity.

Strategic thinking and result oriented.

Track record of good management and development skills.

Ability to network with stakeholders.

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