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**Job Title : Manager**

**Reporting to : NEHAWU SACCO BOARD OF DIRECTORS**

NEHAWU SACCO Limited is a co-operative financial institution that is member-owned, member-controlled and is located in Johannesburg serving members of the NEHAWU Trade Union.

The Manager position is vacant, focusing on staff management and the day-to-day operations of a growing co-operative financial institution. The position would suit an experienced bank manager. Co-operative financial institution experience is a distinct advantage.

**MAIN DUTIES:**

1. Prepare and present all monthly report for Board of Directors
2. Prepare financials reports for Prudential Authority
3. Monitor all payrolls and RealPay deductions
4. Record all non-member transactions and cumulative member transactions in a General Ledger
5. Authorise or Approve payments
6. Prepare Bank Reconciliations
7. Ensure compliance with laws, statutes and regulations relative to the operation of NEHAWU SACCO
8. Ensure effective planning of all events and activities in the SACCO office
9. Act as the senior loan officer with the responsibility to approve any loan within NEHAWU SACCO guidelines
10. Manage and supervise office staff

**The successful candidate will have:**

- A relevant third level degree, professional / financial services qualification, or Equivalent experience
- Experience of compliance with laws (NCR, FICA and others)
- A minimum of 5-10 years relevant experience in banking sector
- Excellent interpersonal, teamwork and people management skills
- Strong oral and written communication skills
- ICT literacy and high proficiency in MS Office Suite
- Ability to work on own initiative to deliver agreed targets

*Remuneration will be in line with the knowledge, experience and qualifications of the successful candidate.*

Only those shortlisted will be contacted.

Applications should be sent to [patiswa@nehawu.org.za](mailto:patiswa@nehawu.org.za) by Monday **19th September 2022**

**NO LATE APPLICATIONS WILL BE ACCEPTED**