



CENTRAL BANK OF SOLOMON ISLANDS

APPLICANT INFORMATION PACKAGE

POSITION SPECIFICATION

POSITION TITLE:	Credit Union Analyst
VACANCY REF NO:	04/2020
DEPARTMENT:	Financial System Regulation Department
WORK UNIT:	Credit Union Unit
REPORTS TO:	Senior Analyst
RESPONSIBLE FOR:	
GRADE:	3.2
BASE SALARY RANGE:	\$106,594.94 - \$122,815.91
ESSENTIAL QUALIFICATION:	<ul style="list-style-type: none"> • A minimum of bachelor's degree in accounting, banking and finance, business management or financial economics.
ESSENTIAL EXPERIENCE:	<ul style="list-style-type: none"> • Three to five years hands-on experience in the field of financial regulation and supervision in a financial organization is essential but not necessary; • New graduates with GPA 3 and above can be considered.
ESSENTIAL PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Must be willing to work long hours or either on weekends or public holidays to meet deadlines; • Must have neat and pleasant appearance; • Must be time conscious and can work under minimal supervision.
ESSENTIAL TECHNICAL COMPETENCIES	<ul style="list-style-type: none"> • Competent in Microsoft Office products, particularly Microsoft Word and Microsoft Excel; • Good research, planning, presentation and negotiation skills; • Good reading and interpretation skills; • Innovative, analytical, logical and progressive thinker; • Good command of written and spoken English; • Good technical report writing skills; • Good negotiation and interpersonal skills; • Must possess a good command of written and spoken English; • Confident in using and understanding credit union and financial language and jargons; • Have some basic understanding of legal jargons.
ESSENTIAL BEHAVIOURAL COMPETENCIES	<ul style="list-style-type: none"> • Has good behavior and trustworthy character; • Can work under pressure without compromising quality of work output; • Punctual and can work well with FSRD and other CBSI officers.

JOB DESCRIPTION

JOB SCOPE AND PURPOSE	<ul style="list-style-type: none"> • Ensure safety and soundness of Credit Unions as licensed under the Credit Union Act 1986; • Monitor financial and macro-prudential performances of credit unions and keep senior analyst abreast with developments of credit union sector; • Act as advisor to Senior Analyst.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Monitor compliance of registered credit unions as per the provisions of the credit unions Act 1986 and the Credit unions Standard By-Laws 1987 and Regulations. 2. Establish cordial professional network with management and officers of supervised credit unions and SICUL and their external auditors. 3. Ensure credit unions' quarterly call reports and annual audited reports are submitted to CBSI on time and that those reports are accurate for analytical work and publication. 4. Under existing regulatory and prudential framework, perform RISK Base analysis for credit unions and to document the results and conclusion of such analysis for submission to Senior Analyst for perusal. 5. Assist senior analyst in CBSI-approved on-site examination processes of Credit Unions and to conduct follow-up visits to ensure CBSI recommendations are implemented after such onsite examinations. 6. Participate in on-site reviews conducted by other units within the Financial System Regulation Department, as approved by Senior Analyst. 7. Administer SICUL's Trust Fund and Central Finance Facility invested with CBSI to earn interest income for purposes of financing SICUL's operations. 8. Assist senior analyst with SICUL MOU particularly ensuring compliance to the reporting requirements and compilation for submission to senior analyst. 9. Keep abreast with developments and issues in credit union/supervision in media, newspaper, internet, technical articles including AML 40 + 9 FATF recommendations and related AML developments in financial sector, Basel publications, IMF & World Bank publications, PFTAC websites and other related financial/supervision articles.

	<p>10. Check national publications and ensure any issues/complaints within these supervised credit unions are researched and addressed. Ensure all correspondences are filed.</p> <p>11. Keep the Senior Analyst and Managers informed of issues and developments both within and outside of supervised Credit Unions that may positively or negatively impact the Credit Union's operations.</p> <p>12. Perform any other duties requested by Senior Analyst or FSRD management.</p>
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HOW TO APPLY

To apply for the position, please submit the following:

- (1) An introductory cover letter
- (2) A completed Recruitment Application Form (available on CBSI website and at the CBSI Head Office at Mud Alley Avenue)
- (3) A current Resume or Curriculum Vitae
- (4) Two Reference Letters
- (5) Certificated copies of academic qualifications and transcripts.

All applications are to be addressed to:

The Secretary
Central Bank of Solomon Islands
P O Box 634
Honiara, Solomon Islands

Application in sealed envelopes can be hand-delivered or posted by mail. Alternatively applications can be submitted by email to: apeter@cbsi.com.sb copied to jaiapu@cbsi.com.sb

CLOSING DATE FOR ALL APPLICATIONS - Friday 31st January, 2020

For further enquiries, please visit the CBSI website at <http://www.cbsi.com.sb/> or email apeter@cbsi.com.sb for information pertaining to the position or call in at the CBSI Head Office at Mud Allay Avenue. For more enquiries please call the Human Resource Office on telephone 21791, Ext. 350 or 390 or email apeter@cbsi.com.sb.