



# SADTU SACCO

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Attention: Secretary of the Board: Mr Neo Maimane  
SADTU SACCO  
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## Managing Director

SADTU Savings & Credit Cooperative Ltd (SADTU SACCO) is looking for a dynamic person to manage its business. The successful candidate should be an all-rounder with a proven track record, who is expected to manage and provide a strategic direction towards the expansion and growth of the organisation.

### Responsibilities

- Oversee and manage daily operations and ensure completion of tasks.
- Develop business plan and strategies and monitor its efficacy and progress.
- Coach and mentor staff to enhance employee engagement
- Provide clear staff development and support to staff in meeting their objectives
- Provide regular and timely feedback to staff on performance
- Prepare annual and quarterly reports for presentation to the Board of Directors and regulatory authorities.
- Manage resources including the management and retention of personnel
- Advise the Board of Directors on all strategic issues.
- Present reports on the performance of the business to the Board of Directors.
- Implement decisions of the Board of Directors.
- Prepare all accounting books for audits.
- Constantly look for innovative ways to improve SADTU SACCO business prospects
- Draw up and implement a marketing plan and provide reports on progress and effectiveness.
- Maintain timelines and ensure tasks are performed and accomplished effectively.
- Ensure compliance with all the financial regulations (National Credit Regulator, the South African Reserve Bank, Stokvel & Cooperatives' Associations, Financia Sector Conduct Authority, etc)
- Determine core support functions in accordance with the aims and objectives of the cooperative
- Engage the risk management and internal audit committee and timeously advise the Board of Directors of any imminent challenges
- Develop a training and support service for staff members, i.e. BankSeta, etc
- Enforce compliance and implementation of all policies, procedures, standards, guidelines and decisions.

### Requirements

- Post Graduate Qualification in Business management. An MBA qualification would be an advantage
- A minimum of 5 years' experience at an executive or senior management level in a cooperative banking sector
- Thorough knowledge and understanding of the cooperative banking sector
- Knowledge of the legislative framework in the financial services sector, e.g. Co-operative Banks Act, Banks Act, Financial Sector Regulation Act, National Credit Act, etc
- Thorough understanding of the micro-finance industry
- Experience in training and capacity building within the sector
- Proven experience in management of employees and available resources
- Understanding of governance and role of a Board of Directors
- Negotiation skills and conflict management skills
- Experience in cooperate governance and reporting to oversight structures
- Understanding of the regulatory environment of cooperatives
- Provide strategic guidance on best industry practices
- Excellent communication and interpersonal skills
- Ability to work under pressure

## Loan Officer

The Loan officer will assist with the processing of all loan applications and underwriting for qualifying applicants. This employee will collate all the necessary documentation, assess all loan applications and ability to repay loans.

### Responsibilities

- Communicate with members and assess their eligibility and feasibility of granting loans
- Treat loanees with professionalism and respect at all times
- Evaluating credit worthiness by processing loan applications within specified

limits

- Complete loan contracts and advise clients on policies and financial services
- Ensure that all the necessary (information) documents are attached to the application
- Implement all acceptable ratios and metrics and set up debt repayment plans
- Assess loan applications and submit recommendations to the Loans Committee
- Process loan applications and provide feedback to potential loanees in a timely manner
- Provide reasons for rejected applications to members and explain deficiencies to members
- Maintain and update register of all loans
- Attend to all loan applications and all loan related matters
- Monitor and update account records
- Periodically submit (weekly / monthly) reports to the MD detailing the number of applications, conversion rates, trends, etc
- Proactively develop systems and structures for effective and timely provisions of loans
- Operate in compliance with laws and regulations and lending requirements guidelines

### Requirements

- A Bachelor degree in Accounting / Finance / Commerce
- Proven working experience as a Loan Officer
- Solid knowledge of computers and banking application systems
- Solid understanding of direct / indirect lending products and practices
- Excellent communication and interpersonal skills
- Customer satisfaction orientation and sales competencies
- Ability to work in a goal and target oriented environment
- Ability to work under pressure

**NB:** The successful candidate shall be required to sign a confidentiality agreement

## Bookkeeper

The Bookkeeper would be part of the financial information process. S/he will also be responsible for the provision of accurate financial information for the formulation of sound business decisions that are critical for growth of the cooperation.

### Responsibilities

- Record day to day financial transactions and complete the posting process
- Verify that transactions are captured correctly in the relevant day book
- Secure all relevant financial data to enable day to day financial information processing
- Perform preparations of the trial balance
- Process accounts receivable / payable in a timely manner
- Keep a record of all savings and deposits of members
- Prepare and supply bank statements of members
- Provide accurate financial information to the MD
- Proactively develop systems and structures for the effective provision of financial information
- Prepare requisitions for payments of withdrawals and record all payments as required
- Verify banking details of members prior to payments
- Prepare accounting books for audits
- Prepare reports for oversight and compliance entities

### Requirements and skills

- A Bachelor's degree in Finance / Accounting
- Proven work experience as a bookkeeper
- Sound knowledge of financial and accounting systems
- Excellent communication and interpersonal skills
- Excellent attention to detail
- Ability to work under pressure
- Ability to work in a goal and target oriented environment
- Good accounting analytical skills
- Strong organizational skills

**NB:** The successful candidate shall be required to sign a confidentiality agreement

**Closing date: 26 November 2023**