



FAIRSHARE CREDIT UNION SUPERVISORY COMMITTEE - PERSON SPECIFICATION

Role Purpose:

- To be responsible for overseeing the running of the credit union and making sure that FAIRshare Credit Union operates within the law, regulation, rules and policies of the credit union. The Supervisory Committee must be totally independent of any of the functions it is inspecting.
- To be responsible for ensuring that FAIRshare Credit Union is being run in the interests of its members, and that its financial procedures and management practices serve the best interest of its members.
- To be an effective Supervisory Committee by taking a pro-active view of improvement, enhancement and achievement of the business of FAIRshare Credit Union at all times.

FACTORS	ESSENTIAL
EXPERIENCE	<ul style="list-style-type: none"> • Experience of financial management • Member-focused and customer-focused work • Experience of presenting to a wide range of audiences • Provide information and respond to complex queries as appropriate • Build relationships and promote teamwork with Committee members, other volunteers and staff
TRAINING	<ul style="list-style-type: none"> • Willingness to undertake further learning and development
KNOWLEDGE	<ul style="list-style-type: none"> • In-depth understanding of credit unions and how they operate • In-depth understanding of financial services • Understanding of cooperatives • Knowledge of effective running of a business • Knowledge of processes involved in undertaking an audit
SKILLS	<ul style="list-style-type: none"> • Excellent oral communication and presentation skills • Excellent interpersonal skills • IT skills including the ability to use email, MS Office and presentation software • Ability to effectively manage own workload • Analytical skills and ability to recommend improvements
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Work under own initiative within defined parameters • Ability to undertake duties in a timely manner • Flexible & innovative approach to work • Ability to deal with difficult situations sensitively
OTHER	<ul style="list-style-type: none"> • Maintain high levels of confidentiality of sensitive issues at all times • Commitment to diversity and equal opportunities • Willing to work outside normal hours and location subject to personal circumstances and advance notice within set time allowances