



The JPS & Partners Co-operative Credit Union Ltd. is seeking to identify a suitably qualified candidate to fill the position of:

INVESTMENT OFFICER

Core Functions

Reporting to the Manager – Finance & Treasury, the incumbent is responsible for the management of the Credit Union's investment portfolio; assists with devising strategies for growth; recognizes and avoids serious risks, and acts as the Liaison Officer for the Credit Union's investment activities. The incumbent is also responsible for introducing and recommending integrated wealth planning solutions to members of the Credit Union in keeping with the wealth management strategies and in compliance with all financial regulatory requirements.

Major Duties and Responsibilities

- Manage the Credit Union's investment portfolio while effectively maintaining portfolio developments.
- Responsible for providing clear and well-informed investment recommendations based on thorough research and analysis.
- Perform regular administration duties for all investment products.
- Provide regular investment reports and reviews on the investment portfolio including quantitative and qualitative portfolio studies.
- Prepare accounting and other required reports and projections based on the analysis performed.
- Identify financial performance trends and financial risks and making sound recommendations.

Qualification and Experience

- Bachelor's Degree in Business Administration, Finance or equivalent qualification from an accredited educational institution.
- Certificate in Financial Security Management (would be an asset).
- A minimum of two (2) years' progressive experience in a similar position, preferably in a financial environment.
- Excellent verbal and written communication skills.
- High level of integrity and dependability.

Other Characteristics

- Ability to communicate effectively and in a professional manner.
- Strategic thinker and proficient in decision making.
- Deep understanding of the financial market trends and activities.
- Strong knowledge of the financial market.
- Attention to detail and a commitment to maintain high standards and discipline.
- Sound knowledge of investment principles and practices.
- Strong negotiating skills.

Applications should be submitted no later than **January 6, 2023**, addressed to:

The Human Resource Manager
JPS & Partners Co-operative Credit Union
65¾ Half Way Tree Road
Kingston 10
Email: jpscreditunion@jpscu.com

We thank you for your expressions of interest, however, only shortlisted applicants will be contacted.