



Applications are invited from suitably qualified individuals for the position of:

SECURITIES OFFICER

Salary Range - \$2.5M - \$2.7M

Core Functions

The incumbent is accountable for the effective and efficient administration of Securities Application activities to ensure that the Credit Union's interest is consistently protected and that the Mission, Vision and Major Targets for JPS & Partners Credit Union are met.

Major Job responsibilities and duties will include but are not limited to:

1. Check the validity, accuracy and proper execution of the security documents submitted for loans to ensure that they are in order.
2. Maintain an accurate record of expiry/renewal of all insurance policies e.g. motor vehicle, property and life.
3. Monitor the collection of Certificate of Titles for motor vehicles held as collateral for loans and ensure the Credit Union's interest is duly noted as Lien Holder.
4. Monitor the return of registered Mortgages, Duplicate Certificate of Title and Bill of Sales from the respective agencies.
5. Ensure registration of all charges with the relevant agencies within the timeframe designated by each agency.
6. Prepare Discharge of Liens, Discharge of Mortgages and letters to the members, institutions/agencies.

Qualification and Experience

- Undergraduate Degree in Management, Accounting, Auditing or an equivalent qualification from an accredited training institution.
- Two (2) years' working experience in a similar capacity, preferably in Credit Management and Administration in a financial environment.
- Formal training in Loan Securities Administration, an asset.

Knowledge Skills and Competencies

- Sound knowledge of Credit Union's products, systems and procedures.
- Sound knowledge of the Acts and Regulations governing Credit Unions (e.g. Co-operative and Friendly Societies Act, Securities Interests in Personal Property Bill, BOJ Guidance Notes etc.).
- Sound knowledge of loan securities documentation and related procedural requirements.
- Sound knowledge of accounting practices and principles especially as it relates to the credit union environment.
- Ability to pay keen attention to details.
- High level of professionalism, integrity and confidentiality.

Applications should be submitted no later than **April 26, 2024**, addressed to:

The Human Resources Manager
JPS & Partners Co – Operative Credit Union
65 ¾ 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.