

Residual Balances Fund¹

Senior Manager

The Residual Balances Fund is looking for a Senior Manager to direct and manage its operations in its initial phase of set-up and implement initiatives and policies to achieve the Fund's strategic priorities and objectives.

The duties for the post of Senior Manager may be viewed in [Annex A](#).

The selected candidate will have effective communication skills, both written and verbal; a proven ability to build and lead an effective team and develop talent; be motivated to take on challenges and quickly evaluate risk to make informed recommendations to the Fund's Committee; have an ability and willingness to work in a challenging environment and under pressure; and lead and support key projects and initiatives.

Qualifications and experience required are specified in [Annex B](#).

¹ The Residual Balances fund was set up by an Act of Parliament to facilitate the transfer of deposits to depositors of banks whose licence is withdrawn.

Annex A

Job Description - Senior Manager

The duties of the Senior Manager shall include:

Key Accountabilities

1. Lead, plan and implement initiatives and policies to achieve the Fund's strategic priorities and objectives.
2. Create goals for the Fund and measure progress towards those goals.
3. Manage the Fund's budget and expenses to ensure that the Fund remains within cost parameters, as well as prepare certain accounting statements and the annual Budget Forecast in coordination with the Accounting Service Provider.
4. Review the Fund's operational processes to determine their efficacy and efficiency and recommend changes when necessary to the Committee.
5. Prepare briefings, reports, consultation documents and presentations on the Fund's activities as necessary.
6. Participate in meetings with clients, colleagues, service providers, Government officials or other stakeholders to discuss the Fund's objectives and affairs, provide feedback, and drive results.

B. Corporate Accountabilities

1. Lead by example as a role model for the RBF's values and professional standards.
2. Drive the delivery of the Fund's corporate objectives and plans for his/her own areas of responsibility.
3. Manage individuals or teams as required, ensuring that performance is managed and adequate resourcing is planned to meet objectives. In this respect, he will be responsible for the human resources and their administration.
4. Drive continuous improvement within his/her own areas of responsibility.
5. Take a proactive approach to risk management, ensuring risks and issues are identified, addressed and reported and, where appropriate, escalated.
6. Manage delegated resources (eg budgets, equipment and contracts) as appropriate, to ensure value for money. In this respect, the Senior Manager shall be responsible for (i) keeping the Fund's accounts in coordination with the Accounting Service provider, (ii) coordinating the annual audit with the External Auditor.
7. Be fully aware of, and actively comply, with the Fund's policies and procedures relevant to his/her own responsibilities and to corporate policies and procedures including equality, sustainability and the environment, health and safety and data protection. In this respect, the Senior Manager shall also act as the Fund's Data Protection Officer.

8. Perform any other reasonable duties as directed by the Fund's Committee.

C. Committee Secretary

The Senior Manager shall also perform the duties of Secretary to the Fund's Committee.

In summary, the Secretary is responsible for:

1. Ensuring meetings are effectively organised and minuted.
2. Maintaining effective records and administration.
3. Liaise with the Office of the State Advocate and/or the Fund's Legal Advisor regarding the requirements of the Residual Balances Fund Act and other pertinent legislation.
4. Communication and correspondence.

Annex B

Qualifications and experience required

(i) be in possession of a recognized Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) in Business Management or Business Administration or Project Management or Management Studies or Banking and Finance or Law or Accounts or recognised comparable professional qualification at MQF Level 7 in Accountancy.

AND

(ii) have five (5) years proven management experience, which experience must be duly sustained with relevant evidence.