

# PEARLS Analyst

## Job Description

Location:	Flexible but with regular working in Manchester and a significant amount of travel to meet with member credit unions
Hours:	Full time (35 hours per week)
Salary:	£25-27,000 plus 6% non contributory pension
Responsible to:	Consultant, Project Delta
Contract:	To June 2011

## Main duties:

1. To promote the use of PEARLS software to ABCUL's member Credit Unions
2. To support Credit Unions in their use of PEARLS including training of staff
3. Report on the use of PEARLS by member Credit Unions
4. Undertake additional training relevant to the duties of the post as required
5. Any other duties consistent with this role, as delegated by the Consultant, Project Delta, or the Head of Business Development.

## Personal Specification

### Essential Criteria

The post holder will need to demonstrate that they have the following skills, experience and qualities.

1. Ability to communicate clearly and effectively both verbally and in writing including when dealing with technical information.
2. An understanding of accounting principles and practice and the relevance of management information and its use in business planning. This will include financial skills with an aptitude for understanding and being able to interpret basic financial data.
3. Understanding the activities of Credit Unions including their business models
4. Excellent PC skills, sufficient to use a PC effectively on a day to day basis and to assist credit unions in their use of Pearls

## **Essential Criteria continued**

5. An ability to rapidly become familiar with the PEARLS tool and to communicate effectively the benefits to be gained by a Credit Union from the use of the product
6. Influencing and diplomatic skills sufficient to work within a democratic movement with both voluntary Board members and Credit Union staff.
7. An ability to undertake the training of individuals and groups in the use of the Pearls product
8. An organised approach to managing information, data, agreeing action and ensuring that such actions are completed
9. A willingness to be flexible and to respond to varying needs
10. The ability to work as part of a team in spite of being remote from other team members
11. Good personal/time management skills sufficient to work remotely and manage their workload
12. Willing to implement ABCUL's equal opportunities policy in their work
13. Able and willing to work evenings and occasional week-ends

## **Desirable Criteria**

1. Knowledge of the financial services industry;
2. Understanding of the regulatory and accounting framework in which credit unions operate.
3. Experience or knowledge of the use of management information systems
4. Ability to write and deliver reports for project stakeholders