

Job Advert

Job Title:	Chief Executive Officer (CEO)
Location:	Almondbank Centre, Craigshill, Livingston, West Lothian EH54 5EH
Salary:	£40,000 per annum
Hours:	Full Time, 37.5 hours per week
Reporting to:	Board of Directors
Closing Date:	3 rd October 2025 4pm
Interview Dates:	Week Commencing 20 th October 2025

About the Role

Caledonian Credit Union is recruiting a visionary and strategic Chief Executive Officer (CEO) to lead the organisation through its next phase of growth and development. The CEO will be responsible for delivering the strategic objectives set by the Board, ensuring regulatory compliance, and building strong partnerships across the community and sector.

The successful applicant should be educated to degree level or equivalent.

Key Responsibilities

- Lead the development and implementation of the credit union's strategy.
- Provide leadership to the staff team and foster a culture of accountability and service.
- Ensure regulatory compliance with PRA, FCA, and other applicable requirements.
- Deliver robust financial oversight and risk management.
- Represent the credit union externally to stakeholders, regulators, and partners.
- Promote financial inclusion and community development.

To Apply:

Submit your CV and a cover letter to: recruitment@caledoniancu.co.uk

Please Note: full Regulatory and Disclosure Scotland checks will be undertaken for this position.

For more information, visit: www.caledoniancu.co.uk

Job Description

Job Title: Chief Executive Officer (CEO)
Location: Almondbank Centre, Craigshill, Livingston EH54 5EH
Reporting to: Board of Directors
Hours: 37.5 per week (some flexibility required)

Purpose of Role

To lead Caledonian Credit Union in fulfilling its mission, achieving its strategic objectives, and complying with all relevant legal, regulatory, and governance requirements.

Main Duties

- Work with the Board to develop, update, and implement strategic plans.
- Serve as the primary liaison between the Board and staff.
- Oversee compliance with PRA/FCA regulations, data protection, AML, and internal policies.
- Manage financial planning, reporting, and control in partnership with the Treasurer.
- Develop income generation opportunities and partnership strategies.
- Ensure risk management frameworks are embedded and maintained.
- Provide high-level leadership to staff, supporting professional development.
- Promote the credit union externally through stakeholder relationships and public engagement.
- Report regularly to the Board on progress, risks, and opportunities.

Person Specification

Job Title: **CEO**

Criteria	Essential/Desirable	How Assessed
Experience working with Boards or governance bodies	Essential	CV/Interview
Strategic planning and financial oversight with strong IT skills	Essential	CV/Interview
Strong people leadership and team development skills	Essential	CV/Interview
Proven stakeholder relationship management	Essential	CV/Interview
Excellent communication and advocacy skills	Essential	Interview
Ability to work flexibly, including occasional evenings/weekends	Essential	Interview
Senior leadership experience in finance or third sector	Desirable	CV/Interview
Knowledge of PRA/FCA regulatory framework	Desirable	CV/Interview
Understanding of credit union values and community development	Desirable	Interview
Risk management and compliance experience	Desirable	CV/Interview