



Enniskillen Credit Union Ltd

Part time Clerical Officer

Job Title: Clerical Officer

Reporting to: Manager

Summary of Role: Part time position (minimum of **28 hours** per week). The position requires flexibility with regard to working hours and the successful candidate will be expected to cover Saturday duties, Annual Leave duties plus other times as & when required by management.

Starting wage £9.88 per hour

Main Purpose of the Role:

- The clerical officer will report to the Manager and will be responsible for front line service provision, administrative duties and contribute to the operational duties to ensure the efficient running of our Credit Union office.
- To process lodgements and withdrawals for members and administer direct debits
- Carrying out general office work as required.
- Balancing cash on a daily basis.
- Become conversant with all aspects of LP/LS and DBI claims.
- Process and open accounts for and educate new members.
- Dealing with delinquent members within policy guidelines.
- Dealing with member queries.
- Dealing with members concerning lodgements, loans and withdrawals.
- To attend training programmes and workshops as required by the credit union.
- Be aware of comply with all Health & Safety regulations as directed by the credit union.
- Attend and contribute to meetings of such committees as may be directed by the Manager
- Undertake such other reasonable and lawful duties as may be directed from time to time by the manager

The ideal candidate will have:

- A Minimum of 5 GCSE passes at Grade C or higher (including English & Maths), or equivalent recognised qualifications.
- Good IT skills (competent in Word Processing & Spreadsheets)
- Excellent communication and interpersonal skills
- Excellent administration skills and attention to detail

Experience working in a credit union or similar financial institution would be desirable but not mandatory.

Application forms can be obtained via email to: office@enniskillencu.com inserting "Job Application" in the subject line OR alternatively by calling into our office at: Enniskillen Credit Union Limited, 27 Darling Street, Enniskillen, BT74 7DP.

Closing date for applications: Friday 23rd September 2022

Enniskillen Credit Union Limited is an equal opportunities employer.