



Full Time Permanent Administrative Assistant

Job Title: Administrative Assistant

Reporting to: Assistant Manager

Summary of Role: Full time position (35 hours per week). The position requires flexibility with regard to working hours and the successful candidate will be expected to cover Saturdays and Thursday evenings in our Kinawley office on a rota basis.

The Administrative Assistant provides essential support to the credit union by performing a blend of administrative, loan processing and member facing duties. This role includes acting as a Loans Officer, handling Counter Teller responsibilities, and supporting back office administrative functions to ensure smooth operations.

Main Duties:

1. To authorise the payments of loans to members subject to such limitations as to amount, duration, terms of repayment and security required as shall have been established in writing by the board of directors of the credit union.
2. Assist members in the application process for various loans products, follow up with members for additional information, updates, and loan status inquiries.
3. Review and verify loan documentation for accuracy and completeness.
4. Perform credit checks and assess creditworthiness in line with policies.
5. To attend monthly Credit Committee meetings.
6. The retrieval of Credit Committee reports from the banking system as requested by Manager.
7. Serve as first point of contact for members at the teller counter, providing exceptional customer service.
8. Process a variety of financial transactions including deposits, withdrawals, transfers and payments.
9. Assist in the preparation of the monthly financial accounts.
10. Prepare lodgements to the bank.
11. To deal with new membership applications and to advise and assist new applicants in all aspects of the credit union's operation, services and policies and direct specific queries to relevant qualified personnel.

12. To take responsibility for the processing of insurance claims.
13. Email administration, call backs to members, when required.
14. Assist in managing inventory of office supplies and order as necessary.
15. To assist with credit control duties.
16. To assist in the monthly monitoring of Anti Money Laundering.
17. To attend training programmes and workshops as required by the credit union.
18. To be aware of and comply with all Health & Safety regulations as directed by the credit union.
19. To attend and contribute to meetings of such committees as may be directed by the Manager and the board of directors
20. To 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.
- Proficiency in Microsoft Office suite.
- Excellent communication and interpersonal skills
- Excellent administration skills and attention to detail
- Ability to work independently and collaboratively within a team.
- Experience working in a credit union or similar financial institution would be desirable but not mandatory.

Closing date for receiving CVs is Friday 18th October 2024, 5pm – Please email CVs to office@ennskillencu.com or send them to Enniskillen Credit Union Limited, 27 Darling Street, Enniskillen, BT74 7DP.

Enniskillen Credit Union Limited is an equal opportunities employer.