

CLONES CREDIT UNION LIMITED
Job Description and Person Specification

Role	Clerical Officer
Grade	Grade 3
Reporting to	The Management Team of Clones Credit Union Ltd
Role Purpose	Role is for a person suitably qualified in business/finance or with relevant experience in this sector who is looking to expand on their skills and to support the management team in areas of teller duties and general administration duties.
Key Responsibilities	<p>Teller Duties</p> <ul style="list-style-type: none"> • Dealing with members, lodgements, withdrawals, preparing loan applications, general queries, foreign exchange transactions, balancing cash on a daily basis • General Office duties <p>Other</p> <ul style="list-style-type: none"> • Any other duties within the general requirement of the role which may be required from time to time • Be self-motivated, proactive and flexible • Contribute to staff meetings and other internal meetings with appropriate content, views and suggestions
Critical Competencies	<p>Demonstrate and high level of competencies in the following.</p> <ol style="list-style-type: none"> 1. Attention to detail 2. Communications skills 3. Teamwork 4. Member Service and Support 5. Analytical skills 6. Building and maintaining relationships 7. Flexibility and adaptability 8. Problem solving and decision making 9. Organisation awareness
Required Experience	<ul style="list-style-type: none"> • Business/Financial administration experience and knowledge • Experience of working within a framework of confidentiality • Proficient in the use of integrated financial accounting systems • Proficient in MS packages e.g. Word, Excel, Outlook
Qualifications	Professional recognised third level business/finance qualification or relevant experience in this sector

Other relevant information	Desirable: <ul style="list-style-type: none"> • Knowledge of the workings of the Credit Union • Knowledge of Government and Central Bank regulations
Terms and conditions	<ol style="list-style-type: none"> 1. Salary Credit Unions salary scale applies. Local authority Grade 3. 2. Duration of the contract Position 1 - The contract is for a permanent full-time role with 6 months' probation Position 2 - The contract is for 12 months full-time role with 6 months' probation 3. Holiday entitlement 24 days per annum 4. Location of the position The successful candidate will be located in our office in Clones.

Clones Credit Union is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society.