

LURGAN CREDIT UNION LIMITED

40 Church Place, Lurgan, Craigavon, Co. Armagh, BT66 6EU

Tel: (028) 38325016 – Fax: (028) 38326362

Website: www.lurgancu.com – Email: manager@lurgancu.com



JOB DESCRIPTION

Date: February 2024

Job Title: Cashier

Job Details

- Responsible to: Manager (Counter, Foreign Exchange and Insurance Services)
- Working hours: 34.5 hours weekly
 - Tuesday - Friday 9.30am to 5.30pm
 - Saturday 9.30am to 2.00pm

Reward

- Competitive Salary: £19,669 to £28,126 p.a (*under review*)
- Annual leave: 24 days annual leave plus 9 statutory day's p.a., long service leave & Christmas shopping leave

Full details of other benefits including eligibility criteria is outlined in the employee terms & conditions of employment, the employee handbook and in the Reward & Recognition Policy which you will receive on employment

Role Summary

To provide a friendly, efficient and professional service in delivering the range of financial products and facilities offered by Lurgan Credit Union to its members. Cashiers are responsible for the day-to-day operation of members' accounts. They must possess excellent administration skills with attention to detail and the self-confidence to handle member queries to ensure member needs are met. Excellent communication skills together with the necessary interpersonal skills for a team environment are essential.

Key Tasks

- Processing of computerised transactions including lodgements, withdrawals, credit transfers, loans and payment of bills via Paypoint.
- Dealing with and initiating responses to customer queries both face to face, telephone, online and email
- Processing and daily balancing of cash and cheque transactions
- Processing and balancing foreign exchange transactions
- Updating and maintaining personal details on member accounts
- Administrative duties, filing and processing member documents onto computerised system using a document scanner
- Completion of regular training including CPD hours
- Undertaking of other duties as requested by Management or Board of Directors for example updating & maintaining LCU website & social media, completing of reports & projects using Microsoft word and excel, Health & Safety risk assessments, maintaining franking machine, stocktaking and reordering of office supplies etc.

Lurgan Credit Union Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Estd. 1963 • Reg. No. 45 • I.L.C.U. No. 86 • Chapter 3 • FRN 573785

