# **NORTH TYNESIDE EMPLOYEES CREDIT UNION**

**Job outline**

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| **Ref: Post 2(2019)** |
| **Post Title** | Credit Union Finance Officer | | |
| **Permanent/Temp** | Permanent | | |
| **Grade** | £18,795 – £19,171 pro rata | | |
| **Hours** | 20 – 30 (flexible with a minimum of 20 and maximum of 30) | | |
| **Responsible to** | The Credit Union Manager and the Credit Union Board. | | |
| **Responsible for** | Providing support to the Credit Union Manager on financial matters, general delivery of Credit Union Services and deputising for the Credit Union Manager as required. | | |

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| **Job Purpose** |  |
| To support the Credit Union Manager specifically in managing the Credit Union’s financial affairs and more generally, assisting the Manager where required in the delivery of other aspects of the Credit Union’s business and services. | |

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| **Job Content** |  |

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| Finance   * Processing deposits, loan applications and share withdrawals; processing staff payroll; initiating enforcement action in respect of delinquent loans; supporting internal/external audit; participation in the prevention of fraud and corruption; assisting in budgetary matters; assisting with purchasing and invoicing; assisting in the monitoring of investments; assisting with internet banking and other transactions.   Members   * Delivery of information and advice to Credit Union Members on the Credit Union’s products, policies and procedures.   ICT   * To assist in the use and development of all ICT related activities, including social media   General   * To deputise for the Credit Union Manager in their absence including managing other staff and representing the Credit Union at meetings and other events as required; * To operate under the general direction of the Credit Union Board and the Credit Union Manager and comply with all Credit Union policies and procedures; * To maintain an effective working knowledge of the Credit Union’s policies and procedures; the legislative framework within which the Credit Union operates; and the Credit Union’s ICT equipment and software applications; * To promote the Credit Union, where possible, with the objective of attracting new Members and increasing Members’ awareness of the Credit Union’s operation;   The post holder will be expected to undertake the appropriate training to enable them to fulfil the above duties or other duties consistent with the grade and also be prepared to work flexible hours where necessary. |

PERSON SPECIFICATION

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| **FACTOR** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| Skills, knowledge and experience | Understanding and experience of budgets and/or financial processes  Experience of using spreadsheets  Understanding and frequent use of ICT  Evidence of developing skills and knowledge  Experience of customer service | Understanding of Credit Unions and/or other financial organisations  Experience of staff supervision  Understanding of social media  Experience of working in a small team | Application form, exercise and interview |
| Qualifications and training |  | NVQ Level 3 or equivalent | Application form and interview |