



**ST. CANICE'S**  
**CREDIT UNION**  
YOU'RE IN GOOD HANDS

**St. Canice's Kilkenny Credit Union Ltd.**  
is now inviting applications for the following positions:

# **FLEXI 14-35 HOUR TELLER(S)/OFFICE ASSISTANT(S)**

**(Ref FLT 2017) (6 month contract)**

## **Principal responsibilities of the Role**

To provide an excellent frontline service for members by facilitating lodgements, withdrawals, loan draw down, repayment and enquiries.

- Accurately and diligently handle cash; reconcile balances and account for any inconsistencies.
- Process the relevant documentation required for automatic member payments including EFT's, Standing Orders & Member Payroll
- Complete other duties as required by the management team
- Undertake relevant training as deemed necessary by the management team

## **The successful candidates must have:**

- Leaving Certificate Pass or Equivalent
- Cash handling experience and excellent I.T. skills
- Good communication skills and fluency in the English language
- Excellent administration skills and attention to detail
- Central Bank minimum competency requirements (MCR) or willing to undertake training to complete this requirement
- Experience working in a credit union or a financial institution
- Professional qualification such as ACCUP, CUA or QFA
- Experience of the Locus/Scion Software system, or equivalent

Full flexibility of working hours is required over a six-day week.  
Hours will vary each week.

Applications including CV by **email only** addressed to the HR Officer:  
[\*\*recruitment@stcanicescu.ie\*\*](mailto:recruitment@stcanicescu.ie)

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IS FRIDAY 12th AUGUST, 2017**

Short listing may apply and assessment will be done on the basis of the information provided in the application. Canvassing will disqualify.

**St Canice's Kilkenny Credit Union Ltd is an Equal Opportunities Employer**