

# LURGAN CREDIT UNION LIMITED

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## JOB DESCRIPTION

**Job Title:** Cashier

**Date:** June 2022

### Job Details

- Responsible to: Manager (Counter, Foreign Exchange and Insurance Services)
- Working hours: 36.5 hours weekly  
Tuesday - Friday 9.30am to 5.30pm  
Saturday 9.30am to 4.30pm

### Reward

- Competitive Salary: 7-point scale starting at £19,283

Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7
£19,283.55	£20,668.87	£22,054.18	£23,439.49	£24,824.80	£26,199.80	£27,574.80

- 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 and efficient 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

