

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 TITLE: Finance Officer

REPORTING TO: CEO

SALARY: Remuneration will be competitive and commensurate with qualifications and relevant experience of the successful candidate.

WORKING HOURS: Permanent (30-36.5 hours per week). There is flexibility with the working days/hours (Monday to Saturday).

GENERAL SCOPE OF ROLE:

The Finance Officer will be accountable to the CEO of the Credit Union for carrying out a range of administrative and operational activities that contribute to the effective running of the Credit Union.

CONFORMANCE WITH THE RULES OF THE CREDIT UNION

The Finance Officer, in exercising the authority delegated by the CEO and in discharging the duties and responsibilities of the office of Finance Officer, as set out in this job description, shall, at all times act in conformance with the Rules of the Credit Union in force at the relevant time.

MAIN PURPOSE OF THE JOB:

The position will be responsible for carrying out a range of administrative and operational activities that contribute to the effective running of the credit union. This role requires a practical, hands-on approach, responsible for maintaining accurate information in relation to all aspects of the finance department. You will have a proven track record in finance and will be able to demonstrate the ability to produce accurate timely financial reports.

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MAIN DUTIES:

- Record day to day financial transactions and complete the posting process;
- Processing transactions to nominal ledger;
- Processing payroll and ensuring compliance with all HMRC directives and guidelines;
- Processing invoices and payments in accordance with procedure;
- Complete insurance claim paperwork for authorisation;
- Research and prepare investment proposals for consideration by the Investment Committee and meet with investment advisors as required;
- Arrange investments in accordance with the Investment Policy;
- Prepare monthly management accounts;
- Prepare the monthly variance analysis;
- Prepare the CQ and CY for submission to the PRA;
- Provide management information to the Senior Management Team and board of directors on a monthly basis;
- Liaise with the internal auditors / supervisory committee and external auditors.

General

- Supporting Credit Union events;
- To train staff in the area of books for succession planning;
- To attend training programmes and workshops as required by the credit union;
- To attend and contribute to meetings of such committees as may be directed by the Board;
- To be aware of and comply with all Health & Safety regulations as directed by the credit union;
- To undertake such other reasonable and lawful duties as may be directed from time to time by the CEO and Board.