



CCU
Credit Union



Application Pack

Cashier / Admin

June 2026

ABOUT CCU

Established in 1964, with 83 members and share/savings of £680, CCU has grown steadily over the years and an indication of our success is our 30,000+ strong membership. CCU has assets in excess of £90m and over £48m out on loan to our members.

Based originally in Belfast CCU has expanded over the years and incorporated a number of other credit unions through mergers, making it one of the largest credit unions in Northern Ireland.

CCU operates in seven branches: five in Belfast, one in Glengormley and one in North Down. CCU is dedicated to offering our services to our local Communities.

We are a member owned "Not for Profit" Financial co-operative, owned by our members for the benefit of our members.

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www.ccu.org.uk



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- Transfer US
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Job Description

Job Title	Cashier/Admin
Reports to	Branch Area Manager
Hours	30 hours per week, evenings included and every second Saturday. All rotas are based on branch opening times please check the website for more information.
Salary	£13.10 per hour
Travel	Travel between all 7 branches and access to own vehicle is essential.

Summary of Role

Reporting directly to the Branch Area Manager, the successful candidate will be responsible for carrying out a range of administrative and operational activities that contribute to the effective running of the credit union.

Perform banking duties to include acting as a Cashier or Loan officer. Be responsible for the preparation and reconciliation of the day end procedures and lodgements for collection by Cash In Transit Security.

This role requires flexibility as travel between all 7 branches is essential and must be able to accommodate branch opening times.

Key Responsibilities

The position will require assisting members with all aspects of Credit Union business while working as part of a team to provide administration and support.

- Delivering an excellent member service across multiple delivery channels including in person, over the telephone and online.
- Processing member transactions including lodgements, withdrawals, and transfers, opening accounts and re-activation.
- Issuing member loans and ensuring that the loan conditions are satisfied.
- Deal with and resolve member queries.
- Accurately handle cash, reconcile balances and account for any shortfalls/excess.
- Assist members and provide details on a range of services offered by CCU.
- Updating member information and ensuring the database is maintained to a high standard.
- Undertake such other reasonable and lawful duties as may be directed from time to time by management.
- Undertake relevant training as deemed necessary by the Credit Union.

Experience

Essential

- 2 years plus previous experience in a similar role.
- 5 GCSE's grade C or above – must include English and Maths.

- Cash handling, cash security experience.
- Customer service / customer facing experience.
- Experience in the financial services industry and or including Credit Union.
- Proven track record and industry led training / qualifications.
- Banking system / software experience and skills.
- Full clean driving licence and access to own car – must be able to travel between branches.




Desirable

- Previous Credit Union experience.
- Have or working towards Pathways Certificate in Credit Union Operations.
- Finance related qualifications.

Essential Skill Set

- Strong people and customer service skills.
- Excellent communication and interpersonal skills.
- High levels of confidentiality, credibility and integrity.
- Strong organisational and time management skills.
- Ability to work at a fast pace while maintaining high standards.
- Flexible and be able to respond to changing business requirements.
- Excellent listening skills, teamwork and a 'can do' attitude.
- Absolute commitment to member excellence.

CONTACT US

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