



Part-time Teller Required

JOB TITLE: Part-time teller (Minimum 8.5 hours weekly) to cover maternity leave

GENERAL SCOPE OF ROLE

The teller will be accountable for carrying out a range of administrative and operational activities that contribute to the effective running of the Credit Union. Candidates must be available to work evenings and some Saturdays as required.

LOCATION: Newtownstewart Sub Office – 14 Main Street, Newtownstewart

To be successful in this role candidates must meet the following:

Essential Criteria

Minimum of 5 GCSE's (Grade C or above) Inc. Maths & English Language. Minimum of 1 Years' experience cash handling/accounting and lodgements. Excellent member relations skills and a demonstrable experience of managing members expectations. Excellent computer literacy experienced in all aspects of Microsoft Office and excellent numerical skills.

Desirable Criteria

Minimum of 2 years' experience cash handling accounting and lodgements in a financial setting gained within the last 3 years. It would be advantageous to have previous experience in a Credit Union setting or have a Pathways certification.

Job Applications forms may be obtained from either Omagh Credit Union Ltd offices @ 18-20 John Street Omagh and 14 Main Street Newtownstewart or can be downloaded from our website www.omaghcreditunion.co.uk. Completed applications must be returned to either office or by email to manager.ocu@omaghcreditunion.co.uk by 5pm on Friday 1st March 2024 . Candidates will be shortlisted for interview based solely on the information provided. Omagh Credit Union Ltd reserves the right to enhance the criteria in the event of an unprecedented response.

Omagh Credit Union Ltd is an equal opportunities employer

Omagh Credit Union Ltd is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority