

Hastings & Rother Credit Union

Job Description

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|---------------------------------|---|
| LOCATION: | 49 Cambridge Gardens, Hastings |
| JOB TITLE: | Credit Union administrative assistant |
| SALARY & HOURS: | 15 hours a week - NJC pay scale SCP6 – currently £16,394 (£8.50 per hour) FTE pro rata |
| RESPONSIBLE TO: | Credit Union administrator |
| MAIN PURPOSE OF THE JOB: | To provide administrative support to Credit Union administrator to ensure efficient operation of the Credit Union |

KEY TASKS

1. processing transactions;
2. filing documents;
3. maintaining stocks of stationery, leaflets, forms, etc.
4. responding to phone calls and emails requesting information;
5. upholding the aims and objectives of HRCU at all times and supporting volunteers to do this.
6. applying HRCU operational policies and procedures consistently and supporting volunteers to do this.
7. undertaking any other tasks as required by the Credit Union administrator, ensuring that all duties are undertaken in accordance with Hasting & Rother Credit Union's policies.

PERSON SPECIFICATION

Post Title: Credit Union Administration Assistant

Location: 49 Cambridge Gardens, Hastings

| | Essential Criteria | Desirable Criteria | Method of Assessment / Source of Information |
|-----------------------------------|--|---------------------------|---|
| Key Skills & Abilities | <ul style="list-style-type: none">• Proficient in Microsoft Windows Office systems• Handle confidential information• Accurate data entry• Comfortable and accurate in working | | Application Form/Interview |

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| | with numbers | | |
| Knowledge | Knowledge of credit unions | | |
| Experience | | Working in an office environment | |
| Personal Attributes | <ul style="list-style-type: none"> • Good communication skills. • Confident with numbers • Close attention to detail | | |
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