

Position: Finance Analyst - Navan

Credit Union Plus (CUP) is one of the largest Community Credit Unions in Ireland with a footprint across three Counties, with offices in Ballivor, Ballyjamesduff, Clonmellon, Dunshaughlin and our Head Office in Kennedy Road, Navan, Co. Meath. We have expanded our member offering here at Credit Union Plus with a complete suite of financial services now available, including Current Accounts with Mastercard Debit Cards, Online/Mobile Banking, Mortgages, Business Loans, Insurances, and the full range of Personal Lending options. It is an exciting time for Credit Union Plus and we have an opening for a **Finance Analyst** to join our Support Services Team in Navan.

We are seeking an enthusiastic person to join our busy Finance Team. **The position is in Navan Branch, on a permanent contract basis, working full-time 5 days per week, Monday to Friday.** Candidates must be flexible towards their working hours and must be available to work in other branches of Credit Union Plus as required. Employee Benefits include fully supported opportunities for further training and education pertaining to the role, Employee Assistance Programme, eligibility to join the Defined Contribution Pension Scheme matched with Employer contribution (post minimum service requirement*), and lots more.

The Role:

Reporting to the Support Services Team Leader, the Finance Analyst will be responsible for accounts-related tasks ensuring a high level of accuracy and efficiency, working to strict deadlines within the finance department.

Responsibilities include:

- Processing Electronic Fund Transfers (EFT), Direct Debit & Card transactions for all Credit Union Plus business.
- Responsibility for setting up and amending Direct Debits and Bill Payments from Members bank accounts to the Credit Union in line with established procedures.
- Responsibility for setting up internal transfers and monitoring of web debit card payments.
- Overseeing all Electronic Fund Transfer files, all Direct Debits generated from the Credit Union and Bill Payment transactions, both incoming and outgoing, monitoring for exceptions and rejections and related follow up activities as required.
- Cheques Reconciliation: Re-issue replacement cheques and deal with cheque-related queries.
- Current Account Activities: Process Deductions of Fees and Stamp Duty and prepare associated reports and related activities.
- Current Account Transaction Monitoring in line with relevant legislation and terms and conditions.
- Monitoring for Negative Balances and follow-up with resolution processes.
- Prepare reports as required by the Chief Financial Officer and work to continuously improve processes.
- Support Internal and external audits, compliance and risk reviews and take ownership for action items as an outcome of such reviews.
- Receive and manage enquiries from Members.
- Maintain Finance policy and procedure documentation.

The Person:

- Prior experience in a similar role, or within a Finance Team is required.
- Strong I.T. skills are preferred. Working knowledge of MS Excel/Word/ Outlook (comfortable with formulas, Pivot tables etc.)
- Working knowledge of Sage Accounting system or similar is preferred but not required.
- Strong organisational skills with excellent attention to detail and accuracy at all times.
- Workflow/time management skills.
- Excellent communication skills, both verbally and in writing.
- Ability to work on own initiative, as well as in a team and embrace new skills and practices.

Remuneration:

The remuneration package will be commensurate with the qualifications, experience and skills of the successful candidate.

The Application Process:

Those wishing to apply for this position should email their CV and covering letter to:

Email: recruitment@creditunionplus.ie
Please quote "**Finance Analyst**" in subject line.

Closing Date: 7th March 2025

Credit Union Plus is an Equal Opportunities Employer

