

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. Credit Union Plus offers a complete suite of financial services including; Current Accounts with 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 **Part-Qualified Accountant** to join our Support Services Team.

We are seeking an experienced and enthusiastic person to join our busy Support Services Team, the Part-Qualified Accountant will operate a cross-functional role which includes working primarily in Finance, while supporting AML, Compliance and Data Protection functions. Applicants must have a recognised part-qualification in ACCA/CIMA/CPA/ACA with intent to pursue a full accounting qualification.

**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 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 including Accounting Designations, Employee Assistance Programme, Defined Contribution Pension Scheme matched with Employer contribution, and lots more.

### The Role:

Reporting to the Support Services Team Leaders.

May also report to Team Lead/Department Manager depending on function being worked in i.e. Finance, AML, Compliance and Data Protection. The Part-Qualified Accountant role is required to carry out Finance and Support Services related responsibilities ensuring a high level of operational efficiency and accuracy, working to strict deadlines. As part of operational resilience across the Support Services function, some other duties will be required including Regulatory Reporting, AML, Data Protection and Compliance duties.

### Responsibilities include:

- Posting of journals and perform month-end and year-end close processes.
- Assist in the preparation of management accounts and financial reports.
- Preparation of timely and accurate statutory returns to Central Bank.
- Preparation of Balance Sheet reconciliations. Investigate outstanding reconciliations and associated variances.
- Support the performance of the day-to-day activities of the Finance and Support Services functions. Carry out some duties in AML, Compliance and Data Protection related activities with accuracy and efficiency.
- Support the day-to-day management of CUP's investments' portfolio and associated reporting.
- Ensure integrity of internal controls, in partnership with the compliance function. Sustain minimum effective controls in compliance with FRS102.
- Complete recognised accounting studies to achieve a full accounting qualification.
- Support internal and external audits, compliance and risk reviews and complete action items.
- Maintain policy and procedure documentation relating to Finance and Support Services functions.
- Focus on process improvements and implementation of best practice.
- Work collaboratively with all members of the Support Services Team to ensure completion of all tasks across all functions, in a timely manner. Flexibility is required, with a strong emphasis on teamwork and working closely with the Team Leaders in the delivery of tasks and strategic objectives.
- Support the organisation's operational resilience strategy through receipt of and delivery of cross-training.
- Participate in existing and new projects as part of the refinement, expansion, and evolution of the Credit Union.
- Attend mandatory training as required by the Central Bank.

### The Person:

- Recognised part-qualification in ACCA/CIMA/CPA/ACA is required with intent to pursue a full accounting qualification.
- Minimum of 2 years relevant experience working within a finance function.
- Familiarity with Financial Services, AML, Data Protection and Compliance Regulation and Legislation is an advantage, but not essential.
- High level of proficiency with MS Office applications, especially MS Excel (comfortable with formulas, pivot tables etc.)
- Proficiency in the use of accounting software packages and other contemporary finance systems.
- Ability to multi-task, prioritise work and manage time to maximise efficiency and to meet strict deadlines.
- Adaptable to revised tasks, focus, and prioritisation within new and existing projects.
- Strong organisational skills with excellent attention to detail and accuracy at all times.
- Excellent communication skills, both verbally and in writing.
- Ability to analyse data and to translate into meaningful insights.
- 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 requirements of the role.

### The Application Process:

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

Email: [recruitment@creditunionplus.ie](mailto:recruitment@creditunionplus.ie)  
Please quote "**Part-Qualified Accountant**" in subject line.

**Closing Date: 22<sup>nd</sup> May 2026 by 5.00pm**

*Credit Union Plus is an Equal Opportunities Employer*