Position: Support Services 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. 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 **Support Services Analyst** to join our Support Services Team.

We are seeking an experienced and enthusiastic person to join our busy Support Services Team, the Support Services Analyst will operate a cross-functional role which includes working in Finance, AML, Compliance and Data Protection. **The position is office-based in our 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, Employee Assistance Programme, Defined Contribution Pension Scheme matched with Employer contribution, and lots more.

The Role:

Reporting to the CFO/Head of Support Services.
May also report to Team Lead/Department Manager depending on function being worked on i.e. Finance, AML, Compliance and Data Protection.
The Support Services Analyst role is required to enhance operational resilience across the Support Services Team carrying out duties in a supporting role within Finance, AML, Compliance and Data Protection functions.

Responsibilities include:

Finance Duties;

- Processing Accounts Payable (invoices and payments).
- Prepare finance reports, journals for review, all cash, cheques and bank reconciliations, and month-end activities as required.
- Responsibility for Direct Debit, SEPA & Bill Payment processing.
- Current Account Finance related activities, Transaction Monitoring and Reporting.

AMLCFT Duties;

- AML Transaction Monitoring and Reporting.
- Request CDD Documentation and follow CDD procedures.
- AMLCFT Training records maintenance.
- Assist MLCO in communicating AML insights with colleagues.

Compliance and Data Protection Duties;

- To carry out Compliance and Data Protection related responsibilities with accuracy and efficiency.
- Support the implementation of future legislation and regulatory developments in the jurisdiction.
- Support the preparation of monthly Board/Committee reporting on Compliance and Data Protection.
- Support the preparation of replies to requests from the Central Bank, Data Protection Commission, and other external bodies.
- Ensure that action items in relation to Compliance reviews are completed on time and fully documented in the relevant systems.
- Responsible for ensuring Support Services procedures are fully documented and updated.

The Person:

- Degree qualification in Business or a discipline relevant to the role is preferred but not essential, depending on experience.
- Prior experience is a similar support services role, or within a Finance, Compliance, AML or Data Protection function is required.
- Strong I.T. skills are preferred. Working knowledge of MS Excel/Word/ Outlook (comfortable with formulas, Pivot tables etc.) Ability to analyse data and to translate into meaningful insights.
- Familiarity with business banking online 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.
- Have strong investigative skills and excellent attention to detail when completing time sensitive tasks.
- 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 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**
Please quote **"Support Services Analyst"** in subject line.

Closing Date: 7th December 2026 by 5.00pm

Credit Union Plus is an Equal Opportunities Employer