



NEWARTHILL CREDIT UNION LTD

111 - 113 High Street, Newarthill, ML1 5JH

Tel: 01698 862770

Position: Teller

Volunteer Vacancy

Organisation

We are a financial cooperative owned by members and overseen by a board of directors. To promote the philosophy, ideals and commitment of the Credit Union movement in combating debt, poverty and its effects on the financially excluded by developing systematic savings, the encouragement of the habit of thrift and the wise use of credit for all Credit Union members. Volunteers predominately carry out the day to day operations of the business. We employ a small number of staff to administrate the business. Due to the tight knit nature of our business honesty, accuracy, good timekeeping and attendance are essential.

Organisation Details

- **Location** - Newarthill Credit Union, 111-113 High Street, Newarthill, Motherwell, ML1 5JH
- **A selection of workdays and/or hours suitable to candidate:**
 - Monday, Tuesday and Thursday 10am - 3pm
 - Wednesday and Friday 10am - 12noon
 - Tuesday and Thursdays Nights 7pm - 9pm

Job Specification

- Be a role model for the credit union values
- Cash handling
- Customer service
- Basic numeracy skills
- Good verbal communication skills
- Ability to follow instructions
- Ability to work on own initiative
- Ability to work with colleagues across the organisation to maintain working practices
- Carry out other duties associated with the role

Application and Interview Details

- Application Form
- 1 hour Interview with a panel including the credit union manager and two directors

References & Checks

- 2 character or work references will be required
- Disclosure & Credit Checks may be carried out