

Job Description

Title: Credit Union Associate
Location: Dublin, Ireland
Reporting to: Head of Credit Union Services
Contract Type: Full Time, Permanent

Role Summary:

The role will support the Credit Union team with a multitude of tasks which include keeping accounts up to date, submission of frequent reports and also providing support with presentations and events. The employee will also ensure compliance is adhered to including, client account management, onboarding and when payments are processed.

Responsibilities

Key Responsibilities

- Support onboarding of new credit union clients, including KYC, documentation management, and coordination with internal onboarding teams
- Act as a primary contact for client queries, ensuring high-quality and timely service delivery
- Manage account maintenance activities to ensure all accounts are kept up to date and compliant
- Prepare and distribute monthly valuation, transaction, and custody fee statements
- Monitor client accounts daily, including payment processing, fund movements, and reconciliation of transactions
- Manage interest coupon payments across deposit providers, ensuring accuracy and timely application
- Support annual audit requests by coordinating and delivering required documentation
- Maintain internal trackers including revenue files, CU master list, and compliance documentation logs
- Assist with quarterly risk reporting, including market data analysis, portfolio monitoring, and presentation preparation
- Support the Head of Credit Product with the development and delivery of investment solutions including bonds, deposits, and structured products
- Support ongoing client communications including weekly bond updates and market insights
- Attendance at, and support with, sector events throughout the year, which may involve travel
- Ability to work independently, demonstrate initiative, and resolve queries effectively.
- Collaborative team player, flexible and adaptable to changing workloads.
- Proficient in all MS Office applications (MS Word, MS Excel, MS Powerpoint)

- Excellent time management and organisational skills, with the ability to balance competing priorities

Requirements:

- 1-3 years experience in a finance support role
- Bachelor degree in Business or related field
- Proficiency in Microsoft Office particularly in Excel and Powerpoint
- Strong attention to detail and excellent communication skills both written and verbal
- Demonstrate an understanding of operational risk
- Ability to work under pressure and maintain high standards when dealing with tight deadlines, high volumes and demanding dealing desk and clients

[Credit Union Associate - Cantor Fitzgerald/VBGC Careers](#)