

# JOIN THE TEAM

We are growing and we are looking for YOU!

## EDIT CLERK

### Internal Audit Department



#### POSITION SUMMARY:

The Edit Clerk is a position within the Internal Audit Department. The position works under the direction of the Internal Audit Manager and is responsible for conducting review of work generated by Operations departments and ensures that the relevant authorizations are in place for all primary source and other documents. This position conducts research and writes reports on the findings.

#### KEY RESPONSIBILITIES:

- Reviews the teller sheets generated by the Tellers and Data Processors.
- Reports fraudulent transactions and attempts at misappropriation of funds.
- Conducts review of relevant inputs into the Credit Union's computerized system to ensure appropriate source documents were properly authorized.
- Performs research on certain transactions and answers queries where necessary.
- Prepares reports on research findings.

#### MINIMUM REQUIREMENTS:

- Associate degree is preferred. 5 BGCSE's (Math and English necessary) or Bahamas Financial Services Certification.
- Two-three years' work experience in a similar role.
- Keen eye for detail and highly confidential.
- Ability to work independently.
- Effective communicator with strong oral and written communication skills.
- Proficient with Microsoft Office suite.

Please email resumes to:  
[resume@tswccul.org](mailto:resume@tswccul.org) by 8th December, 2023



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TEACHERS & SALARIED WORKERS  
OF CREATIVE CREDIT UNION LTD

# Here we GROW again!

## LOAN OFFICER

### POSITION SUMMARY:

The Loan Officer is responsible for managing and growing the personal lending portfolio of the Credit Union. The position holder will evaluate the financial status and credit history of the applicant, and consider active loans in order to determine their creditworthiness. The position will also prepare credit proposals in accordance with the Credit Union's policies and regulatory guidelines.

### KEY RESPONSIBILITIES:

- Meet with loan applicants to identify their needs and collect information for loan applications.
- Interview applicants to determine financial position and ability to repay the loan.
- Collect all of the required documents from the member and prepare chattel files for forwarding to the relevant attorney for stamping and recording.
- Prepare loan contracts and explain the terms and conditions to member.
- Submit loan applications within the required timeline.
- Upsell additional products and services where applicable.
- Demonstrate responsiveness to the needs, questions, and concerns of member.
- Operate in compliance with the Credit Union's lending policies and procedures.

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[resume@tswccul.org](mailto:resume@tswccul.org) by 9th November, 2023



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