



Drogheda Credit Union Ltd.
Clarke House, Laurence Street, Drogheda, Co Louth

Position: Risk & Compliance Administrator
Contract: Part Time (20 hours per week) – Fixed Term 9-month contract
Maternity Cover
Reporting To: Chief Risk Officer
Location: Drogheda Branch
Advertised: Internally and externally

Drogheda Credit Union Ltd is a progressive, modern financial services provider. We are committed to providing a broad range of innovative financial products supported by the excellent service of our skilled and dedicated staff. Our core value is to serve our members and the community, whilst striving to maintain the highest professional standards.

Job Purpose/Primary Objective

Drogheda Credit Union Ltd are recruiting for a part time Risk & Compliance Administrator in our Drogheda Branch for a 9-month fixed term maternity cover contract. The Risk & Compliance Administrator will be accountable to the Chief Risk Officer and will provide administrative assistance and support within the Risk & Compliance department of Drogheda Credit Union. The successful candidate will be responsible for carrying out administrative tasks and for completing risk & compliance monitoring activities across all areas in DCU.

Key Accountabilities:

- Support the Chief Risk Officer and the Risk & Compliance team in their day-to-day activities.
- Assist in completing risk & compliance monitoring activities across all areas in DCU.
- Carry out ad-hoc administrative tasks, as required.
- Act as a point of contact for compliance, risk and AML queries from staff members.
- Assist in gathering documentation for information requests from regulations, auditors and for other relevant reviews.
- Prepare and distribute correspondence, presentations, reports and other documents, as required.
- Assist in scheduling of meetings and training courses.
- Ensure all staff have completed training and sign-off of appropriate annual documentation.
- Assist in the updating of our risk management system, as directed by the Chief Risk Officer.
- Ensure that all relevant documentation is completed and filed on a timely basis.
- Carry out any other such tasks as required by the Chief Risk Officer or CEO.

Expertise and Qualifications / Expected Knowledge & Skills:

- Strong interpersonal, communication and organisational skills.
- Work well as part of a team, but also have the ability / drive to work independently and using initiative.
- Proven attention to detail and ability to prioritise, multitask and act in a timely manner on key issues.
- Excellent IT skills, particularly in the areas of Excel and Word, as well as strong analytical and numeracy skills.
- Member focused with a friendly and professional manner.



Drogheda Credit Union Ltd.
Clarke House, Laurence Street, Drogheda, Co Louth

- Self-motivated with an eagerness to learn and develop.
- Experience working in an administrative role within a financial services organisation would be beneficial.
- Previous credit union experience is desirable but not essential.

Interested candidates should send a CV and a cover letter by email to Sarah Lynch at recruitment@droghedacu.ie
Closing date for receipt of applications is Wednesday 18th December.

Click link to access the credit union recruitment privacy notice: <https://www.droghedacu.ie/careers>

Drogheda Credit Union is an Equal Opportunities Employer