

Going Places Ltd.



JOB REFERENCE: 123-SJS10015
JOB TITLE: Banking Assistant
EMPLOYER: GOING PLACES LTD
LOCATION: SALISBURY
SALARY: £12K - £16K
WORKING HOURS: 40hrs

DESCRIPTION

Retail banks and building societies provide financial services - such as current and savings accounts, mortgages and loans - to individuals and businesses. Look after people's money and some look after other valuables. Offer customers the facility of holding money in accounts, and of withdrawing it using debit cards. They offer credit card facilities, Invest the money deposited with them and pay interest to those with savings and/or investment accounts. They also lend money to individuals and businesses as well as buy and sell foreign currency.

DUTIES TO INCLUDE

- Working as a cashier on the counter, paying money into and out of customers' accounts
- Face to face customer service
- Opening and closing accounts
- Arranging direct debits/standing orders
- Dealing with enquiries and providing information
- Selling customers the organisation's financial products and services - mortgages, loans, savings accounts, personal pension schemes and insurance policies.
- Confidentiality

SKILLS REQUIRED

- Excellent Communication skills
- Ability to work as part of a time but also use own initiative
- Good IT and administration skills
- Customer awareness and patience when dealing with people
- Good organisational skills
- Ability to prioritise workload
- Analytical and judgemental skills
- Good level of English and Maths

PERSONAL QUALITIES

- Honesty and integrity
- Ability to work well under pressure to meet deadlines
- Self- motivated with a willingness to learn
- To work accurately and pay attention to detail
- To be confident with customers
- Motivated and enthusiastic

QUALIFICATIONS REQUIRED

GCSEs at grades 9 - 4, including English and maths (or equivalent)

Please send your CV, Application Form and a covering letter to:

Mrs Chloe Newton
Going Places Ltd
37 Guild Street
London
EC3R 9EH

Quoting Job Reference.