



A bank clerk helps people who may be putting their money in the bank or taking it out. They can also help keep accurate records of how the money is being managed by the bank.

For instance, think of the person who helped your mum or dad withdraw money the last time they went to the bank.

NO – we're not talking about the ATM but the people who actually work inside the bank.

Some of the things you might do as a Bank Clerk include:

- serve customers at the counter helping them withdraw or deposit money
- make telephone calls or use the internet to find out questions customers may ask
- deal with money transfer between different countries
- help customers set up loans or investments with the bank

Careers you may also look at include:

Lending Manager

A lending manager helps customers to access the best money loans they have available.

International Money Manager

An international money manager buys, sells and manages money from other countries.

Telephone Consultant

A telephone consultant assists customers with telephone enquiries and sells bank products via telephone calls.

Education & Training

Careers in this area usually require you to complete a Traineeship, TAFE or Uni diploma or degree in business or commerce. To get into these courses you usually need to pass secondary school.

It is a good idea to develop your English and math skills.

Further Information:

Finance Sector Union - www.fsunion.org.au

Finsia - www.finsia.edu.au