



PROGRESSIVE
BUILDING SOCIETY

Help to find **YOUR**
happy
place

Careers at Progressive Building Society

Our branch network is of key importance, however, we also offer a range of other roles which you may not have considered!

#HappyPlaceToWork

[theprogressive.com](https://www.theprogressive.com)

SOCIETIES



BRANCH CAREERS

Jobs within our branch network include Customer Service Assistant, Mortgage Administrator, Mortgage Advisor and Branch Manager.

Branch careers often begin with the Customer Service Assistant role which requires:

- 6 GCSE passes including English and Maths
- Customer-facing experience

In order to become a Mortgage Advisor, staff must complete the CeMAP qualification, while Branch Manager positions require Mortgage Advisor and in-branch experience.

MORTGAGES AND SAVINGS

Our Head Office teams provide a range of support services to our branch network and customers.

Entry level careers require:

- 6 GCSE passes including English and Maths
- 1-2 years' administrative experience

Mortgage and Savings Controllers and Managers have significant experience within the department as well as strong people, numeracy and analytical skills.

RETAIL CREDIT

The Retail Credit department reviews the Society's lending and supports the Mortgage Department and Mortgage Advisors with more complex cases.

Members of the Retail Credit team are expected to:

- Have completed the CeMAP qualification
- Have extensive experience working as a Mortgage Advisor

VALUATIONS AND FACILITIES

The post of Society Valuer requires:

- A degree in Property or Surveying
- A Professional Membership of the Royal Institute of Chartered Surveyors

The Facilities team is responsible for the management and maintenance of the Society's premises, and management roles in this area require a relevant qualification in property or construction and a background in building maintenance and health & safety.

RISK & COMPLIANCE

At Progressive we offer a number of Risk and Compliance roles within our Conduct Risk and Prudential Risk functions.

Entry level roles require:

- 6 GCSE passes in English and Maths
- A strong administrative background
- A proven ability to work with accuracy

Officers and Managers within this function would require a relevant degree such as Banking, Finance, Business or Corporate Governance as well as significant compliance and/or auditing experience.

FINANCE

Our Finance department offers a wide range of roles from entry level through to Directorship. Entry level posts require:

- 6 GCSE passes
- Trainee Accountants must possess a degree in Accountancy or Finance
- Fully qualified Accountants within the Society are members of the Institute of Chartered Accountants

Our Finance Accountants deal with Progressive's financial performance, while Treasury Management involves the management of cash, liquidity and financial risk. This position also requires significant experience in financial markets and treasury.

BUSINESS INTELLIGENCE

Our Business Intelligence function is involved with the monitoring and analysis of internal and market data trends that will assist with strategic planning processes. A Business Intelligence Analyst is ideally degree-level qualified in a Business or Marketing subject and has 1-2 years' similar experience.

STRATEGY & BUSINESS CHANGE

Our Strategy & Business Change function drives change across the business through implementation of strategies and management of projects across the business. The opportunities within the department begin at analyst level and these include Business Change Analyst, requiring:

- A third level qualification in a Business or IT related subject
- 1-2 years systems and workflow experience

Business Improvement Analyst, requiring:

- 2+ years' advanced post graduate experience in a similar role

A Project Manager post requires a similar level of qualification while a Business Strategy Manager must also have strategic experience.

MARKETING

Marketing roles within the Society begin at graduate level and require a relevant degree such as Business or Marketing. Work or placement experience is also desirable, as well as a keen interest in pursuing a Marketing career. In order to advance to a Marketing Executive position, team members must have 2 years' advanced post graduate experience.

INFORMATION TECHNOLOGY

Our IT function provides IT support to staff as well as development of internal systems and programming. IT careers at Progressive begin at user support level, these posts require:

- A third level qualification
- 1-2 years' experience

More advanced IT roles require a degree and 3 or more years' experience in user support or programming. Specialist and Management roles will additionally require strong IT systems experience.

HUMAN RESOURCES & TRAINING

Like many other departments within the Society, the HR & Training department offers roles from entry to management level. Administration roles require:

- 6 GCSE passes including English and Maths as well as 1-2 years' experience

HR and Training Officers and Managers must be educated to degree level in Human Resources Management or a related subject as well as being a member of the Chartered Institute of Personnel and Development, and having 5 years' experience.

BENEFITS OF WORKING AT PROGRESSIVE

A role at Progressive guarantees: critical illness cover / pension scheme / life assurance / annual bonus / health cash back plans.



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