Credit and Loan Officers

Credit and loans officers analyse, evaluate and process credit and loan applications.

**Job title examples**

- Credit and loans officer
- Lending Consultant / Loans Consultant / Loans Officer

**Other jobs in this field of work**

**What credit and loans officers do**

- analyse information about customers and examine references, credit ratings, investment risks, pay slips and other information against predetermined policy standards
- contact financial and credit institutions to obtain information about customers
- prepare papers setting out conditions of credit and loans, rates of repayment and loan periods, and provide information about customers' standing to financial and credit institutions
- authorise the approval of credit and loan applications and recommend credit and loan conditions and limits
- keep records of payments, and prepare routine letters requesting payment for overdue accounts and forward these for legal action
- answer enquiries concerning credit standing of customers, loan balances and penalties
- may recommend, approve and arrange mortgages
- may work in a call centre

**Main employing industries**

- Financial and insurance services

**Qualifications**

The following government subsidised qualifications are available in NSW:

Certificate IV in Credit Management available as a traineeship or qualification
Certificate IV in Banking Services available as a traineeship or qualification
Course fees: You may be eligible for government subsidised training under Smart and Skilled. Go to the Course Finder to find training in your area, estimate your fee and find a training provider.

Job prospects and pay

- There are around 14,187 credit and loans officers working in NSW.
- Over the next four years, employment in this occupation is expected to grow in NSW.

Average weekly full time earnings (before tax):
- Credit and loans officers: $1,134
- All occupations: $1,200

Related jobs

- Accounting clerk
- Bookkeeper
- Payroll clerk
- Insurance, money market and statistical clerk

To find out more about other jobs, visit the Job Guides Homepage.

Information sources
Occupations: Australian Bureau of Statistics, Australian and New Zealand Standard Classification of Occupations, 1220.0
Skills shortages: Department of Employment, Skill Shortage List NSW 2015-16
Job prospects: Centre of Policy Studies (CoPS), Victoria University, Employment Forecast Data for NSW 2015/16 to 2022/23