

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

Employment: Australian Bureau of Statistics, Labour Force, Australia, Detailed, Quarterly, 6291.0.55.003

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

Earnings: Department of Employment, joboutlook.gov.au, based on ABS Characteristics of Employment Survey, August 2014