



Debt and Money Management Adviser

Hours: 37 hours per week

Salary: £27,574 per annum (depending on experience, training available)

Contract status: 2 year fixed term

Holiday entitlement: 32 days annual leave + public bank holidays

Pension: Matching 5% employer's contribution

Staff benefits package

- Employee Assistance Service
- On Demand GP
- Discounts on hundreds of retailers
- Deals for family activities and holidays

Post funded by: **National Lottery Reaching Communities Fund Yorkshire and Humber Region.**

At Citizens Advice we believe no one should have to face their problems without good quality, independent advice. That's why we're here to give people the knowledge and the confidence they need to find their way forward - whoever they are, and whatever their problem.

Therefore, we are excited to announce that we are seeking to recruit a Debt and Money Management Adviser to join our thriving charity at Citizens Advice Barnsley. Our service is busy, dynamic and client focused, with a long track record of delivering high quality advice. Where possible we also offer hybrid working that promotes a better work life balance.

We are looking for someone who can work with people who have experienced a significant crisis or major change in circumstance who are struggling to cope with multiple, complex, interlinked issues. Other essential skills and qualities include:

- good verbal and written communication skills
- good listener
- the ability to stay calm in difficult situations

- ability to work with partner agencies and establish good working relationships
- sensitivity and an understanding of the need for confidentiality
- good IT skills
- demonstrates an understanding of relevant legislation and can apply it.

For a digital application pack, job description and person specification please see www.barnsleycab.org.uk

Please read job description and person specification before completing the application form.

Previous applicants need not apply.

CLOSING DATE: 24 May 2024

INTERVIEW DATE: 13 June 2024