



CITIZENS ADVICE BARN斯LEY

Debt & Money Adviser

Hours: 37 hours per week

Annual Salary £26,238 (depending on experience)

Contract status: Fixed term - Maternity Cover

Holiday entitlement: 32 days annual leave plus public holidays (pro-rata)

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:

We are seeking an experienced Debt & Money Adviser to cover a period of maternity leave. This is a fixed term contract for maternity cover and ending on the return of the permanent employee. We anticipate this will be around 12 months depending on the start date.

The service aims to support all council tax payers of Barnsley, but specifically those identified as having financial or potential financial vulnerabilities, by the provision of a confidential financial health check which will include income maximisation and debt/money advice, as appropriate.

Whilst the successful candidate will ideally have at least 1 years experience of delivering general debt advice and have completed their training to do so, we are open to applications from candidates who may require some training to attain the Advice Quality Standard.

Candidates should be able to demonstrate excellent communication skills, with the ability to build on already good working relationship with external partners and have a good understanding of interviewing skills

OVERALL AIMS OF THE POST:

- a) To deliver advice via telephone, email, video and face to face to Barnsley tax payers.
- b) To be able to work from home and in an office setting.
- c) To advise clients in all social welfare categories of law, particularly focussing on debt and money management.

**For an application pack and guidance notes please see
www.barnsleycab.org.uk**

Closing date: 11 March 2026

Interviews will be held on: 23 March 2026

