



## **CITIZENS ADVICE BARNLSLEY**

### **Trainee Debt Adviser**

**Hours:** 37 hours per week

**Salary:** Actual for 37 hours per week £20,400

**Contract status:** Fixed term until 31<sup>st</sup> March 2022

**Holiday entitlement:** 28 days annual leave and 10 public holidays (pro-rata)

**Pension:** Matching 5% employer's contribution

**Post partly funded by The Money and Pensions Service**

#### **OVERALL AIMS OF THE POST:**

- i. To undertake and complete Citizens Advice general advice training
- ii. To undertake and complete Debt Caseworker training as directed.
- iii. Within one month to be actively advising and assisting clients and managing a caseload of debt clients.
- iv. During the current pandemic while the office is closed all work will be undertaken from the advisor home. Once the current pandemic is under control and outreaches and offices open up to allow face to face outreach services will be delivered from various locations and at various times including both daytime and evening sessions and also from your home via telephone and video links

**Digital applications only - for an application pack and guidance notes please see [www.barnsleycab.org.uk](http://www.barnsleycab.org.uk)**

**Closing date: 12 noon 31st May 2021 2021**

**Video Interviews will be held on: Monday 14th June 2021**