

## Money & Debt Adviser - Person Specification

<b>MONEY &amp; DEBT ADVISER</b>	<b>COMPETENCIES</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Completion of Money Advice Service accredited money advice training to casework/specialist level (or evidence of competence through Giving Good Debt Advice)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of casework and case management</li> <li>• Recent money advice or debt counselling experience</li> <li>• Experience of preparing reports</li> <li>• Experience of working to Scottish National Standards</li> </ul>
<b>SKILLS AND ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Ability to work without close supervision, prioritise own work and meet deadlines</li> <li>• Ability to work as part of a team</li> <li>• Ability to communicate effectively, both orally and in writing</li> <li>• Understanding of the main principles and methods of statistical gathering and service evaluation</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the legal rights of debtors and creditors to Scottish National Standards for Information and Advice Providers Type III</li> <li>• Working knowledge of Microsoft software and related packages</li> <li>• An understanding of and commitment to aims, principles and policies of the service</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• A willingness to undertake training identified in collaboration with the bureau CEO</li> <li>• Willingness to travel between locations in North Lanarkshire and elsewhere as required</li> <li>• Ability to work hours flexibly as required by the needs of the service</li> </ul>