**Glasgow (Central) Citizens’ Advice Bureau**

**Job Description**

**Money Adviser & Support Worker**

We have an opportunity for a Money and Debt Adviser to play a key role in the delivery of our services from base and supporting admin for other locations in Glasgow.

The adviser will assist with benefit checks, income maximisation, debt management especially for families. The post will include administration assistance with benefit claims applications.

This will entail providing a wrap around service to assist people who are in financial difficulty. Advice and assistance will be given to Type II Benefits and Debt Advice. The successful applicants must be able to empathise and provide support to deliver an effective service suitable for the needs of individual clients and to ensure the best outcomes. The service will be tailored towards individual circumstances and aim to reduce poverty, inequality and enhance the quality of life.

Main tasks will be:

* Undertaking diagnostic interviews with clients
* Maintaining case records including detailed statistics
* Maintaining expertise in relevant legislation e.g. welfare rights type II and debt management.
* Providing information for project reports
* Attending team and staff meetings as required
* Carrying out other reasonable duties as specified by the line manager as required for the needs of the post.

Salary currently £23,365- £24,920 p.a. (start depending on experience) 35 hours per week, 40 days holiday per year (including public holidays), NEST pension contribution.