**Roxburgh & Berwickshire CAB**

**Person Specification – Money Adviser**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | CAS Adviser Training Programme **Money Advice Practice Qualification** |  |
| **Experience**  | Recent experience of providing money advice to Scottish National Standards competence Experience of using debt systems and proceduresExperience of the Debt Arrangement Scheme in ScotlandUnderstanding of court procedures and papers relating to debt | Networking with other organisationsExperience of partnership working in the voluntary and statutory sectors. |
| **Skills & Attributes** | Excellent written and oral communication skillsAbility to research, understand and explain complex information both orally and in writingIT proficiency – good working knowledge of advice and office software, e.g. Microsoft software and related packagesAbility to mentor new and existing volunteersAttention to detail Problem-solving skillsAbility to work under pressureAbility to conduct detailed negotiationsAbility to manage time and prioritise workloadAbility to be flexible in approach to meet individual needs |  |
| **Values & Attitudes** | Support the principle of volunteerismCommitment to team working approachCommitment to equality of opportunitySupport the aims and principles of Citizens Advice |  |
| **Knowledge** | A knowledge of money advice strategiesA working knowledge of the AIB DAS/BASYS systems A sound working knowledge of welfare benefits and of the legal rights of debtors and creditorsAn understanding of the role of volunteers and their motivation Willing to be flexible and adaptable in meeting the needs of the serviceAble to work on own initiativeAbility to travel as required by job remit and occasionally undertake work out of office hours. | A working knowledge of the CASTLE case management system |