

**Citizens Advice Barking and Dagenham**

**JOB ADVERT**

**Citizens Advice Barking and Dagenham – Debt/Money Advice Caseworker – 37.5 hours per week. Salary £30906 pa (pro-rata for part-time). The post is fixed term until 31 March 2022 (can be extended depending on funding)**

**About the roles**

**We have secured extra funding for debt work and therefore we are advertising for a fixed term full time post. This is suitable for anyone who has more than 12 months’ experience of providing debt and money advice.**

You will need to have at least a year’s experience of providing money advice casework including dealing with multiple debt, housing issues and income maximisation, preferably within a debt advice agency, and hold a valid Money Advice Service accredited qualification in debt advice to Caseworker level or higher.

The role requires you to deliver holistic support to each client, providing practical guidance on other debt related issues, managing creditors on behalf of client(s), identifying referral routes to other support agencies where necessary and empowering clients with self-help guidance. Although this role is currently remote and therefore you must be comfortable adapting to new technology but we have to deliver F2F advice to 70% of our allocated targets and therefore you must be willing to come to the office if necessary.

Worker will support the Citizens Advice Barking and Dagenham Debt advice service. It is important that you work well to service targets, are flexible and supportive and a strong team player.

We offer 28 days’ statutory annual leave, 3% employer pension contribution under auto-enrolment, and training and development opportunities to continue your professional development.

**If you are interested in this post, please contact Gurjeet Smith at Citizens Advice Dagenham who will email you a job pack**. This will include the job description and person specification and we will require you to submit a formal job application that addresses the requirements of the post.

**The deadline for submission of a job application is Friday 21 May 2021 by 3pm. All completed job applications needs to be sent to** [**Gurjeet.Smith@bdcab.org.uk**](mailto:Gurjeet.Smith@bdcab.org.uk)**. The interviews will be held on Thursday 27 May 2021 and you will be notified before 6.30pm on Monday 24 May 2021 as to whether you have been shortlisted. We will hold the interviews via Teams.**

Thank you.