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

**Job Description**

**Money Talks Plus**

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

The adviser will assist with benefit checks, benefit claims and income maximisation especially for families or those looking after children. There may be some clients where debts have to be managed.

The successful applicants must have a sound knowledge of the benefits system, 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 and promoting the sevice
* 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 £24,891- £28,000 p.a. (start depending on experience) 35 hours per week, 40 days holiday per year (including public holidays), NEST pension contribution.