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

**Job Advert**

**Money Talks Plus**

**Salary £24,891 - £28,000 35 Hours week,**

**40 days Holidays p.a. (including public holidays), NEST Pension**

Applications are invited for the above post.

The Adviser will deliver an holistic advice and support service aimed at clients seeking money advice but principally to those in a family group and on a low income. Money advice will include benefits checks, benefit applications, income maximisation and may include debt management.

Responsibilities are to conduct interviews, face to face, with clients and by telephone, explore clients’ circumstances, support in submitting on-line applications and provide additional support where appropriate e.g. the Scottish Welfare Fund. Promote the service externally.

The person must complete (or have completed) an Adviser Training Programme, have a sound knowledge of Social Security Benefits, especially Universal Credit, have knowledge and experience of dealing with enquiries involving multiple debt, work as part of a team and have case management skills.

**Closing date : 12 September 2025**

Glasgow Central Citizens’ Advice Bureau

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