



**Derbyshire  
Districts**

# **Job Opportunity**

## **Money Adviser (Telephone)**

**Hours:** 37 hours per week

**Salary:** £21,210 - £24,547 per annum, dependent on experience

**Contract:** Fixed term contract for 12 months

**Base:** Buxton/Ilkeston/Matlock – flexible due to telephone based role

We have an exciting opportunity for an additional Money Adviser to join our friendly team which provides a vital money advice service to clients.

The ideal candidate will have excellent money advice skills, some knowledge of the current benefits system, and an up to date knowledge and understanding of welfare reform. We also welcome your application if you lack experience but have an interest in helping people to manage their finances and are willing to complete the Accredited Money Advice Learning Plan as a priority. Good communication skills, both written and verbal are essential, as is the ability to effectively communicate with our customers with a non-judgemental approach.

This role will be delivering Money Advice via telephone to residents across Derbyshire. All equipment needed to do this will be provided. Some face to face appointment delivery may be required from time to time. Occasional attendance at team meetings will be required.

At Citizens Advice Derbyshire Districts, we provide free, confidential, impartial and independent advice and information on a wide range of subjects. We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from people of all backgrounds.

Due to this post having access to vulnerable adults, the successful candidate will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and the background and circumstances of your offence. Please get in touch to see our policy on criminal background checks.

We are also recruiting for the following roles – Adviceline Telephone Adviser, Generalist Adviser and Help to Claim Adviser, please see separate adverts for further details.

**To apply for this role, visit [www.ddcab.org.uk](http://www.ddcab.org.uk) to download the recruitment pack. Please send your completed application form to [hr@ddcab.org.uk](mailto:hr@ddcab.org.uk). CVs will not be accepted.**

**Closing date:** 4pm, Thursday 27 May 2021

**Interviews:** w/c 31 May 2021 and w/c 7 June 2021 (via video conference)