**Debt Adviser**

**Hours:** 22.5 hours per week

**Location:** Remote

**Contract type:** fixed term until 31 March 2025

**Salary:** £14,157 per annum

**Closing date:** 30th October at 9am or until sufficient applications received

**Interview date:** TBC

**Job description:** Arun & Chichester Citizens Advice are pleased to have received funding for supporting clients with debt advice referred by Arun District Council.

We are now recruiting an adviser to provide a high quality, effective and efficient advice and information service to clients who require debt support in the Arun district. The advice will be holistic and take the client all the way through the advice process, from gathering information to finding a debt solution.

You will be a highly motivated strong team player with excellent interpersonal and organisational skills. You will have the ability to understand written and oral information of some complexity; have good numeracy skills sufficient to compile accurate financial statements and calculate benefits; and, have effective oral and written communication skills for the purposes of negotiation and reporting.

Casework may be undertaken from home but office working will be required for face-to-face contact with our clients that need it.

**Essential:**

* Able to work unsupervised
* Good IT skills
* Good communication skills
* Willing to train to adviser level ASAP
* Commitment to the aims and principles of the Citizens Advice Service

Experience of giving debt advice is preferred but not essential.

For general enquiries about the role, please email jobs@arunchichestercab.org.uk or visit <https://arunchichestercab.org.uk/news/paid-vacancies/> to download an application pack.