



Citizens Advice Southampton

wishes to recruit

a Money Advice Administrator

Hours: 30 hours per week

Salary: up to £20,338 FTE, depending on experience

Contract type: Fixed term to 31st January 2023, may be extended in line with funding

Location: primarily based in our Southampton office, potential for some remote working

Citizens Advice Southampton is a local charity providing free, independent, confidential and impartial advice to over 7,000 people in Southampton every year on any problems they might face.

We are an equal opportunities employer and encourage applications from all applicants who meet the person specification irrespective of sex, gender reassignment, marriage or civil partnership status, pregnancy and maternity, sexual orientation, race, religion or belief, age, or disability.

The Role

The Debt Administrator role sits within our busy Money Advice Team, who provide money and debt advice to Southampton residents. You'll provide essential administrative support to the team, supporting the Money Advisers to deliver a high-quality service to clients. After training, you'll also help clients to gather the paperwork they need prior to their appointments with the Money Advisers and may carry out initial assessments with clients. This role may be subject to a DBS check.

About You

You'll need to be well organised, client-focused and able to work within our policies and procedures.

Strong written communication skills and the ability to use and maintain Office 365 systems and associated software packages are essential.

How to Apply

For a job pack, please contact evint@sotoncab.org.uk.

Closing date for applications is **9am Friday 5th August**, with interviews expected to be held the following week.