



Job vacancy

Job title: Debt Adviser or Trainee Debt Adviser
Location: Richmond (SW London)
Salary: £28,612 (Trainee: £22,890) per year, pro rata
Employer's pension contribution: 5%
Hours: 21 per week
Contract: Fixed term to 31 March 2020

About us

Citizens Advice Richmond is an independent local charity providing information and advice to anyone who lives, works or studies in Richmond borough. Our service is free, confidential and impartial. We empower people to resolve their problems and change their lives for the better.

About the job

The post-holder will be responsible for providing a specialist debt advice service to people living in Richmond and Kingston and for meeting contractual targets. The post-holder will also act as a specialist debt resource for Citizens Advice Richmond staff and volunteers. Applications are encouraged from experienced debt advisers and from people interested in a trainee role.

About you

You will have the ability and knowledge of providing specialist debt advice and casework for vulnerable clients. You will work in an effective way and be able to meet contractual targets. You will have recent experience of working for a debt advice agency, either voluntary or statutory. For the trainee role, you will have the ability to undertake the necessary training within three months.

How to apply

A job description and person specification for this post, together with an application form and guidance notes can be found on our website at www.citizensadvice-richmond.org/recruitment. The website also gives full details of our other services.

The deadline for receipt of applications is 12 noon on Monday 3 June 2019. Applications should be emailed to sara.steinke@citizensadvice-richmond.org or posted to Recruitment, Citizens Advice Richmond, 94-102 High Street, Hampton Hill, Hampton TW12 1NY.

Interviews will be held on Friday 7 June 2019.