



The Circle, 33 Rockingham Lane
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S1 4FW

Tel: 0114 253 6703

www.citizensadvice-sheffield.org.uk

**Pension Wise Caseworker
Sheffield based covering South Yorkshire
Up to £25,000 per annum plus excellent benefits
35 hours per week, part time applicants considered.**

Citizens Advice delivers the face to face service of the Government's pension Guidance Guarantee (Pension Wise). From April 2015 we have been providing free and impartial guidance for people approaching retirement.

For millions of people, deciding what to do with their pensions is one of the toughest, most important choices they will ever have to make.

Citizens Advice knows how to help people grappling with pension technicalities and we know when to sign post them to regulated financial advice; we do this every day. Join us and be part of this ground breaking service.

We are seeking individuals who are excited about the opportunity to make a positive difference to people's lives and who have the skills and aptitude to help, inform and guide people on pensions and related issues.

As a Pension Wise Guidance Specialist Caseworker you'll provide a high quality guidance service to people with complex pension scenarios, providing them with accurate and personalised information and guidance on the choices they face.

Although full training is given, we would like you to have a successful track record in the delivery of guidance or advice within the financial services industry or similar, along with excellent team working skills and the ability to organise your workload effectively. Strong numerical skills are essential to the role, enabling you to understand a range of complex financial issues and statistics and crucially, you must be able to communicate these issues effectively, to a wide range of people.

We are looking to fill this post very quickly to enable the successful applicant to attend a training course week beginning 11 September 17



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For an informal discussion about what the role involves please contact Jenny Wright on 0114 3540644 or email jennifer.wright@citizensadvicesheffield.org.uk

For an application pack (CVs not accepted) please email applications@sheffieldcitizensadvice.org.uk quoting job reference PW01
Closing date for completed applications: 31st August 2017