



The Circle, 33 Rockingham Lane
Sheffield
S1 4FW

Tel: 0114 253 6703

www.citizensadvicesheffield.org.uk

Advice Caseworker (trainee)

Starting salary £19,381 per annum plus 4% employer's pension contribution – full training for the role will be provided with the opportunity to progress

Citizens Advice Sheffield, one of the country's largest and most dynamic Local Citizens Advice, is offering an exciting opportunity for a trainee to join our team specialising in the provision of debt and money advice.

Our ideal candidate will:

- Be passionate about and have experience of providing excellent customer service and want to make a difference to people
- Demonstrate an understanding about why people end up in debt, how debt advice can help and want to be part of the solution as a debt adviser.
- Have the willingness, ability and drive to learn and apply that learning
- Have excellent communication and organisation skills

We can offer a supportive culture within a charity setting committed to social justice in which to develop excellent knowledge, skills and accreditation.

We offer an attractive remuneration package with good terms and conditions of employment including: 35 hour working week; Pension scheme; Health Plan with integrated employee assistance programme.

Please go to our website www.citizensadvicesheffield.org.uk to download an application pack for job reference **ASC 0421**, or by request to applications@citizensadvicesheffield.org.uk

Also note that, for your application to be considered, you must complete an application form (**CVs will not be accepted**) and send it to applications@citizensadvicesheffield.org.uk

The closing date for completed applications is – **5pm Friday 7th May 2021**

Please note that interviews will be held on the **13th May 2021**



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