



PO Box 6222, Sheffield, S1 9HL  
**Adviceline:** Freephone 0808 278 7820  
(Monday-Friday, 10am-4pm)

**Email:** [getintouch@citizensadvice-sheffield.org.uk](mailto:getintouch@citizensadvice-sheffield.org.uk)  
[www.citizensadvice-sheffield.org.uk](http://www.citizensadvice-sheffield.org.uk)

## Administrator

**Ref: AD 24-08**

Full and part-time hours will be considered

**Salary £22,451 pro rata (pay award pending) plus 4% pension contribution**

Citizens Advice Sheffield is looking for Administrators to support our Advice and Advocacy services at our busy and friendly office located in the centre of Sheffield. There is also an opportunity for some limited hybrid working, though all Administrators are required to participate in a rota from 8:30am-4:30pm, Monday to Friday, for office cover.

Our ideal candidate(s) for this role will:

- Always provide a warm welcome to our clients, in-person, by telephone and digitally
- Be willing and enthusiastic in supporting our Advisers and Advocates to provide professional services to our clients
- Have experience of providing business administration support
- Be proficient with information and communication technology to provide administrative support (Email, Documents, Spreadsheets, Presentations)

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

We offer an attractive remuneration package including: 35 hour working week; 4% employer pension scheme; Health Plan with integrated employee assistance programme, hybrid working, flexible working, enhanced Maternity and Paternity policy & Cycle to work scheme.

Please go to our website [www.citizensadvice-sheffield.org.uk](http://www.citizensadvice-sheffield.org.uk) to download an application pack. 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@citizensadvice-sheffield.org.uk](mailto:applications@citizensadvice-sheffield.org.uk)

**Closing date for completed Applications is 9am on Monday 16th September 2024**  
**Interviews will be held on the Monday 30th September 2024**

