

Job Title: Money Advice Assistant

Salary: £21,559 - £23,302 (Pt 19-22 AP2)

Hours: 35 hours per week

Location: Craig Mitchell House, Flemington Road, Glenrothes

**We are excited to announce we are recruiting for the position of a Money Advice Assistant to work as part of our Money Advice Team.**

**The successful applicant** will work alongside an established team answering telephone enquiries relating to debt and financial issues. The candidate will support all aspects of money advice, including dealing with general money advice enquiries and handling referrals from external agencies. The candidate is expected to demonstrate and adhere to good practice in all aspects of their work.

Ideal candidates will have excellent written, oral and IT skills with experience in an administrative/customer service role. The successful candidate will be committed to the aims and principles of CARF and Citizens Advice Bureau. With the ability to identify personal development opportunities, the candidate will be able to work independently but also collectively as part of their team and the wider money advice team to deliver CARFs vision and values.

If you wish to apply for the role, please download the full application pack from www.cabfife.org.uk/job-vacancies. If you have any questions regarding the role please contact Scott Crooks, Money-Advice Co-ordinator on 01592 765414.

The closing date for applications is noon on Thursday 13th May with interviews scheduled for Friday 21st May.