**Title:** Financial Wellbeing Officer

**Location:** Hybrid working with some travel, based in either south east or south west Scotland

**Salary:** £32,584  
**Hours:** 36 hours per week (full time)

**Duration:** Permanent

**Reporting to:** Financial Wellbeing Service Lead

**Accountable to:** Board of Directors via CEO

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Qualifications and training** | **Essential** | **Desirable** |
| Completed programmes such as Wiseradviser; CPAG training; City & Guilds Level 3 Energy Awareness; or equivalent. | **x** |  |
| **Knowledge and experience** |  |  |
| At least two years’ experience delivering advice in at least one of the following - welfare rights, money advice | **x** |  |
| Up to date knowledge of the benefit and tax credit system | **x** |  |
| Appeals to tribunal level |  | **x** |
| Working with people with long term health conditions |  | **x** |
| Working with carers |  | **x** |
| Working autonomously | **x** |  |
| Delivering training and presentations | **x** |  |
| Computer literacy including Word, Excel, PowerPoint, Outlook | **x** |  |
| Use of information systems such as AdviserNet, Rightnet, CPAG Handbook | **x** |  |
| Experience of using client database systems such as AdvicePro | **x** |  |
| Management of a busy caseload | **x** |  |
| **Skills, abilities and disposition** |  |  |
| Excellent communication and interpersonal skills | **x** |  |
| Flexibility of working practice | **x** |  |
| Attention to detail | **x** |  |
| Excellent literacy and numeracy skills | **x** |  |
| Strong negotiation and advocacy skills | **x** |  |
| Highly self-motivated | **x** |  |
| Able to work as a team | **x** |  |
| Highly organised | **x** |  |

June 2024