



Money Adviser Job Description

The Money Adviser will provide a free, independent, confidential money advice service to facilitate clients to deal with debt problems and to become financially independent in the long term. Money Advisers also provide debt prevention education to the target group.

Overall responsibilities include

- To support the Co-ordinator in the development, implementation and co-ordination of policy, best practice and procedures within the context of the aims and objectives of MABS.
- To provide advice, support and advocacy in relation to money management and consumer debt.
- To advise, on a one-to-one basis, clients who are in debt, or in danger of getting into debt.
- To negotiate with creditors on behalf of clients, where necessary.
- To maintain complete and accurate records.
- To operate MABS' special accounts in compliance with organisational policy.
- To keep up to date with legislation, policy and practice and to attend training courses, seminars and meetings as may be directed by the Co-ordinator and/or Management Committee.
- To support the Co-ordinator with the preparation of reports, submissions and social policy work.
- To support the Co-ordinator in the planning and implementation of a Community Education / Debt Prevention Programme.
- To support the building and maintaining of effective working relationships with other agencies and organisations for the benefit of the MABS clientele.
- To participate in the development and delivery of strategies to promote the service through the use of local media, literature, exhibitions and other appropriate channels.
- To perform other duties, appropriate to the role, as may be required and agreed with the Co-ordinator and/or Management Committee from time to time, and may be specific to the requirements of a particular MABS company.

Person Specification

Minimum Educational Qualifications

- Educated to graduate level.
- Equivalent experience and training will also be considered with a **minimum of three years'** experience of working in the area of consumer debt, money management or other relevant setting.

Essential Knowledge, Skills and Experience

- Knowledge and understanding of the causes and effects of debt, and the money advice process, particularly to the disadvantaged and vulnerable in society.
- An understanding of money management, consumer debt and financial services.
- Demonstrated strong communication skills, both verbal and written.
- A strong awareness of quality customer service.
- Excellent interpersonal understanding.
- Experience of working in an advice / advocacy role with a diversity of individuals and groups, and particularly with people experiencing difficulty in coping with their situation.
- Proven ability to represent and negotiate on a client's behalf.
- Ability to work effectively both on own initiative and as a member of a small team.
- Excellent organisational, administrative and IT skills.

Desirable Knowledge, Skills and Experience

- Capacity to develop and implement organisational policy.
- Previous experience of working with people in a service-delivery role.
- High degree of personal integrity.

Successful Candidate will

- Be committed to the provision of a free, confidential, impartial and independent money advice service.
- Have a knowledge and understanding of the Money Advice and Budgeting Service.
- Be open to work unsocial hours as may be required from time to time and willing to attend evening and occasional week-end events.
- Be prepared to travel as required.

Terms and Conditions

Salary:

The Money Adviser scale is currently €35,831 - €51,616 (including 2 long service increments). It is anticipated that new entrants to the MABS service will be appointed on the 1st point of the scale. Incremental credit, should it be awarded, will be based on previous relevant experience as set out on application form and cover letter.

Hours of work for part-time posts are 17.5 hours per week.

Application process:

Completed applications **must** be made on the **Money Adviser Application Form** and submitted with a covering letter by email to Francis Street MABS Co-ordinator, Carol Crowley:

Carol.Crowley@mabs.ie

Closing Date:

12 noon on Wednesday September 4th 2019. CV's, late or incomplete applications will not be accepted.

MABS is an equal opportunities employer

MABS is funded and supported by the Citizens Information Board