



DIAL Great Yarmouth

Person Specification

Job Title

Money & Debt Advisor

Reporting To

Board of Trustees

Category	Essential Criteria	Desirable Criteria
Experience	<p>Experience of working with people with support needs.</p> <p>Experience of providing professional money and debt advice.</p> <p>Experience of managing a complex workload</p> <p>Experience of giving training on money and debt advice</p>	<p>Experience of liaising with multi agencies</p> <p>Experience of advocacy</p> <p>Experience of welfare benefits</p>
Skills and Abilities	<p>Possession of good inter-personnel skills</p> <p>Excellent communication skills both written and oral</p> <p>Able to display effective organisation and time management skills.</p> <p>Ability to work on own initiative without direct supervision</p> <p>Able to plan and manage own workload and meet deadlines</p> <p>Skilled at networking and liaising with other agencies</p> <p>Able to monitor and evaluate performance and produce reports</p>	
Qualifications And Knowledge	<p>Possess and maintain an up to date knowledge of debt and money management</p> <p>Must be computer literate and skilled in the use of Microsoft Office</p>	
Personal Qualities	<p>Demonstrate commitment to role / function</p> <p>Able to work under pressure.</p> <p>Work effectively within a team.</p> <p>Demonstrate a willingness to undertake further training as deemed necessary</p>	
Other Requirements	<p>Possession of a current driving licence with access to a car for work purposes.</p>	

