**Money Matters Money Advice Centre** 

***Advisor - Tribunal Representation***

 Information:

* Hours - Full time (35 hours)
* Salary £27,000 - £29,000 per annum – starting salary dependent upon experience
* Location: Glasgow (may require occasional travel out-with)
* 6% Pension contribution following probationary period.
* Twice salary Life insurance paid by Employer
* **Closing date is 4 July 2022**

Money Matters are looking for a highly motivated person who MUST be an experienced advisor with a specialist knowledge of tribunal representation to form part of the Money Matters team. The purpose of this position is to provide an independent Welfare Rights and Tribunal Service. This will include ongoing casework, up to and including representation at the 1st Tier/Upper Tribunal.

Candidates should have a good knowledge of the Scottish National Standards for Information and Advice Providers and be able to manage your casework in line with these standards. Our case management system is Advice Pro and some knowledge of using this system would be preferable although not essential. However, it is essential that you are computer literate and have a flexible approach and good work ethic.

A clean driving licence and own car is preferred although not essential.

***Money Matters Money Advice Centre is an equal opportunities employer***

***A PVG may be required for this position***

Curriculum Vitae to: recruitment@moneymattersweb.co.uk