

## About the role

---

- > **Job Title:** MONEY & DEBT ADVISER
- > **Location:** WESTHILL (WITH OCCASSIONAL OUTREACH AND HOME VISITS)
- > **Hours per week:** 14 hours per week
- > **Type of contract:** THREE YEAR FIXED-TERM SUBJECT TO FUNDING
- > **Salary:** £16 PER HOUR (commensurate with experience)
  
- > **Closing Date:** 6<sup>TH</sup> JULY 2026, 12 NOON
- > **Interviews:** 17<sup>TH</sup> JULY 2026

## About the job

South West Aberdeenshire Citizens Advice Bureau (SWACAB), based in Westhill, Aberdeenshire, is an independent and innovative advice organisation providing holistic advice and support to local people.

The postholder will be responsible for the quality of advice, standard of service provided for debt advice, including multiple debts, income maximisation through the benefit system and other means and debt remedies/legal routes to debt resolution.

Ideally, you will have previous Citizens Advice Bureau experience and qualifications (MATRICS) in debt advice and have worked to National Standards (Scottish Legal Aid Board accredited). We are looking for someone with prior case management experience and who can operate to Financial Conduct Authority standards. Training will be available for the successful candidate.

## Employee benefits

SWACAB offers excellent terms and conditions, including a total of 31 days leave (pro rata) and a pension scheme with an 5% employer contribution. SWACAB is an inclusive employer considering flexible working arrangements where appropriate. For more details of some of the other benefits on offer to our employees, please contact [enquiries@swacab.org.uk](mailto:enquiries@swacab.org.uk)

## How to apply

For further details and information on how to apply, please contact [enquiries@swacab.org.uk](mailto:enquiries@swacab.org.uk) for an application pack or complete and return the attached forms. Please note that this post is subject to a satisfactory Level 1 Disclosure check

## Equality & diversity monitoring

To help South West Aberdeenshire Citizens Advice Bureau monitor equality and diversity statistics please return the Equality & Diversity Monitoring Form separate from your other application documents by emailing it to: [Margaret.Shepherd@swacab.org.uk](mailto:Margaret.Shepherd@swacab.org.uk)

## About the employer

SWACAB is committed to equal opportunities both in service provision and employment.

Charity number: SC037679

Charity name: SOUTH WEST ABERDEENSHIRE CITIZENS ADVICE BUREAU