



ROLE DESCRIPTION

Role Title	Financial Wellbeing Administration Support
Responsible to:	Financial Wellbeing Coordinator
Responsible for:	Bridge Clients
Salary:	Voluntary

Duties and Responsibilities

The Role of Financial Wellbeing Administration Support is a developing part of our work with clients. This role will offer administration support to Money & Support Advisers in our Financial Wellbeing Team.

You will help people in financial hardship regain financial control and move forward positively by supporting the delivery of casework for clients in financial difficulties.

Financial Wellbeing Administration Support will do this by:

- Assisting the Advisers to maintain full and accurate case records in accordance with the Financial Wellbeing Service systems.
- Assist advisers with administration with creditors
- Attending appropriate training courses and keeping up to date with relevant legislation, policies and practices.

GENERAL

- Work within the boundaries of confidentiality as stipulated within Bridge Community Project policy.
- Attend regular Financial Wellbeing Team meetings as required by the Financial Wellbeing Co-ordinator.
- Required to observe all Health & Safety regulations and report all safety/hazards to Bridge Community Projects management group.
- undertake any other duties as deemed necessary.