



ROLE DESCRIPTION

Role Title	Money Adviser
Responsible to:	Money Advice Lead
Responsible for:	Bridge Clients
Salary:	Voluntary

Duties and Responsibilities

- Help people in financial hardship regain financial control and move forward positively by delivering money advice and casework for clients in debt.
- Deliver money advice and casework within the Financial Wellbeing Team, including;
 - Assisting clients to reach debt solutions.
 - Providing advocacy, negotiation and support for clients.
- Undertake an accredited training route
- Maintain full and accurate case records in accordance with Financial Wellbeing Service systems.
- Attend appropriate training courses and keep up to date with relevant legislation, policies and practices.
- Work with Bridge Support Advisers to ensure that the appropriate support is in place for clients

GENERAL

- Work within the boundaries of confidentiality as stipulated within the Bridge Community Project policy.
- Attend regular Financial Wellbeing team meetings as required.
- Required to observe all Health & Safety regulations. Report all safety/health hazards to Bridge Community Projects management group.
- Undertake any other duties as deemed necessary.