



## Money Support/Project Administration vacancy

19 hours per week to be worked over 3 or 4 days based in Hove  
Fixed term contract to 31/3/19. Start date as soon as possible.  
£18,058 gross per annum pro-rata (actual £9803 pa, £9.89 per hour)

We are looking for someone who is committed to helping people and who feels confident organising information systems, to work with our team of Money Advisers helping people to improve their financial situation.

This is a dual role split between helping Money Advisers to support people with day to day money issues (11 hours pw), and running a system for booking appointments which will include talking to referrers and people seeking advice (7 hours pw).

For an application pack, job description and person specification please see our website <https://www.moneyadviceplus.org.uk/meet-the-team/paid-volunteer-opportunities/> call us on 01273 664000 or email [jackie.grigg@moneyadviceplus.org.uk](mailto:jackie.grigg@moneyadviceplus.org.uk)

Completed applications to be returned to [jackie.grigg@moneyadviceplus.org.uk](mailto:jackie.grigg@moneyadviceplus.org.uk) or Jackie Grigg, Money Advice Plus, Tisbury Road Offices, Hove Town Hall, Tisbury Road, Hove BN3 3BQ

Closing date for applications: **10am Thursday 6<sup>th</sup> December 2018**

Interviews: **Monday 10<sup>th</sup> December 2018**

Money Advice Plus aims to be an equal opportunities employer

[www.moneyadviceplus.org.uk](http://www.moneyadviceplus.org.uk)

Money Advice Plus is the trading name of Money Advice and Community Support Service.

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