

**Adviser/Assessor**

1 Year Fixed Term

**Salary:** £18,812.02 to £21,821.94 pa (dependent on the role and experience)

**Hours per week:** 36 Monday to Friday

**Location:** Watford Advice Centre, St Mary’s Church Yard, High Street, Watford WD17 2BE.

We are seeking an Adviser or Assessor (experience within a CAB is desirable). You will need:

* An understanding of the advice process
* Confidence in the use of IT office systems
* Be a good team member
* Have excellent communication skills (face to face and over the phone)
* A flexible approach and willingness to assist in the delivery of the overall performance of the Bureau
* To be committed to the aims and principles of the CAB service

Citizens Advice Watford is an equal opportunities employer

For more information and an application pack please contact Catherine Markowski, Advice Service Manager on 01923 209 882 or email asm@watfordcab.cabnet.org.uk

Or visit our website <https://www.cawatford.org.uk/>

**Closing Date:** 10:30am on 4th September 2020

**Interview Date:** TBC