



Dundee Citizens Advice Bureau

PENSION WISE GUIDANCE SPECIALIST

Full time 35 hrs per week

Fixed term to end of March 2021 (with potential for extension)

Based at Dundee Citizens Advice Bureau

Salary £24,000 - £30,000 per annum commensurate with experience

Pensions are difficult, right?

Or maybe you know your annuity from your flexible drawdown?

If you do, you could help people to get to know their pension options.

Dundee Citizens Advice Bureau is currently recruiting for a **Pension Wise Guidance Specialist**. Pension Wise is the free and impartial service that provides help and guidance to people about their options when accessing their defined contribution pension.

Working as part of our team, you will provide quality information and guidance to people over the telephone and face-to-face across Dundee and Angus. You will have a proven knowledge of pension law, practice and products gained in a pensions technical role as well as an understanding of the wider issues for those facing retirement. Strong communication, organisational and interpersonal skills, and numerical ability, are essential.

For a role brief and information on how to apply go to: www.dundeecab.org.uk/news

Closing date: Thursday, 24th September 2020

Interview dates: Week beginning 28th September 2020

*Dundee Citizens Advice Bureau is an Equal Opportunity Employer
Dundee Citizens Advice Bureau is a Scottish Registered Charity No SC011657*