



46 Donegall Pass  
Belfast BT7 1BS

[citizensadvice.co.uk](http://citizensadvice.co.uk)

Dear Applicant

**Role:** Citizens Advice Specialist Debt Adviser – Mid & East Antrim Borough Council Area

**Term:** Fixed Term to March 2019 (may be extended subject to funding)

**Location:** Citizens Advice Offices Ballymena, Larne and Carrickfergus.

**Ref.** MAS/SDAMEA/0317

Thank you for your interest in the above role. Please find enclosed

1. Application Form
2. Equal Opportunities Monitoring Form
3. Job Description & Person Specification

Citizens Advice will consider applications for secondment under this exercise. Job Share applications will also be considered.

Please be advised this role is a regulated position and therefore the successful applicant will be subject to a confidential Access NI Check.

Please also find enclosed, for your information:

- Citizens Advice Policy on the Recruitment of Personnel with a Criminal Record,
- Policy Statement for Access NI checks.

**The closing date for return of completed application forms is Friday 8<sup>th</sup> September 2017 at Noon.**

Applications should be sent by email however postal applications will be accepted. A signed copy of application will be required before commencement of employment.

(Continued over)

Citizens Advice Northern Ireland is an operating name of the Northern Ireland Association of Citizens Advice Bureaux.

Chairperson: Dave Wall

Chief Executive: Pól Callaghan

NI Charity Registration Number NIC103461

Company Limited by Guarantee: Number NI 017574

Registered Office: 46 Donegall Pass Belfast BT7 1BS

Citizens Advice is Authorised and regulated by the Financial Conduct Authority: FRN:665287



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Applications should be sent to:

[Gemma.Willis@citizensadvice.co.uk](mailto:Gemma.Willis@citizensadvice.co.uk)

or

Gemma Willis  
Regional Office  
Citizens Advice  
46 Donegall Pass  
Belfast BT7 1BS

Thank you once again for your interest in this role.

Yours sincerely

Pól Callaghan  
Chief Executive

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