

**Job Advert**  
**Money Team Administrator**

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Are you passionate about making a difference to those who are struggling with to manage their finances in North Liverpool today? St Andrew's Community Network are looking to bolster their Money Advice team by recruiting an Admin Officer to support the day-to-day operations and help with compliance for our quality standards.

Our busy Money Team delivers debt & benefit advice to the local community and satellite centres across Liverpool and the Wirral.

We are looking for someone who has some experience in compliance as well as excellent organisation and administration skills.

The role is based at our offices in Clubmoor, but some travel to satellite centres will be required. The role is advertised at 22.5 hours per week spread over five days to be agreed with the Money Team Leader who will also oversee and manage the role.

The role will be paid at £10.30 per hour.

**How to apply** - send a CV along with a covering letter which sets out, in detail, how you meet the requirements of the role to [julie-anne@standrewslive.org.uk](mailto:julie-anne@standrewslive.org.uk)

**Closing date** for applications is Monday 4<sup>th</sup> July at 12 noon.