



Ribble Valley
Borough Council
www.ribblevalley.gov.uk



Excellent
pension scheme



Training and
development



Generous annual
leave entitlement



Christmas
leave



Flexible
working hours



Annual
pay review



Employee assistance
programme



Family friendly
policies



Staff discount at
Ribblesdale Pool

Land Charges Officer

Council Offices - Clitheroe

Reference: CE203

Pay: Scale 4 (scp 10-13) £25,545 to £26,873 per annum
(Pay Award Pending)

Hours: 37 Hours Per Week

We are excited to advertise the position of Land Charges Officer in our Chief Executives Department. You will work in a small supportive team in the Council offices in Clitheroe.

The main duties of the post will be to administer the Land Charges Service which includes the processing of Land Charge searches, personal searches and related enquiries.

An understanding of Local Land Charges would be advantageous, but you must have good customer service skills with a friendly and approachable attitude.

The ideal candidate will be computer literate, with a methodical and conscientious approach to work. Accuracy and attention to detail are essential attributes for this role.

If this sounds like your next role, please follow the link below for an application pack and to view the job description in more detail.

Join us to receive a host of benefits such as flexible working hours (flexitime scheme in operation with no core hours), generous leave entitlement, occupational pension scheme and training/development opportunities.

Closing date: Wednesday 6th November 2024

Interview date: Monday 18th November 2024



Guaranteed interview if all essential criteria are met.

We are an equal opportunity employer and applications are welcome from all minority groups.



To apply online: ribblevalley.gov.uk/jobs

Other ways to apply: For a paper application pack, send your contact details and vacancy reference number to HR@ribblevalley.gov.uk or call 01200 414596 (24-hour answerphone)

Reasonable adjustments: For any part of the recruitment process, please email us or provide further information on your application form.

Right to close early: We reserve the right to close job vacancies before the deadline, so please apply early to avoid disappointment.