



Ribble Valley
Borough Council
www.ribblevalley.gov.uk



Excellent
pension scheme



Training and
development



Generous annual
leave entitlement



Retail discounts and
cycle to work scheme



Christmas
leave



Flexible
working hours



Annual
pay review



Employee assistance
programme



Family friendly
policies

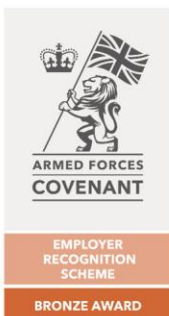


Staff discount at
Ribblesdale Pool



**Guaranteed interview if all
essential criteria are met.**

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



Administration Assistant Council Offices – Clitheroe

Reference: EDP122

Pay: Scale 3 (scp 7-8) £26,403 to £26,824 per annum

Hours: 37 hours per week

Contract: 2 year fixed term contract

We are looking to appoint an Administrative Assistant to join our Building Control Team.

The main role of the post holder will be to carry out administrative work in connection with the Building Safety Levy (Levy) including maintaining and updating Levy records, processing payments, issuing determination notices and preparing statistical data for reporting.

Other administration work in connection with supporting the building control team will also be required.

You will have previous experience of admin work in particular using IT systems and databases to maintain records, preferably within a local authority or public sector setting. An understanding of planning or building control procedures and regulatory frameworks is desirable, along with familiarity with financial processes such as invoicing, payment tracking and reconciliation.

A part-time option will be considered for the right candidate.

Join us to receive a host of benefits such as favourable working hours, generous leave entitlement, occupational pension scheme, training and development opportunities, discounts at major retailers and a cycle to work scheme.

Closing date: Tuesday 1 September 2026

Interview date: Wednesday 9 September 2026

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.