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

disability confident EMPLOYER

Guaranteed interview if all essential critera are met.

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

ARMED FORCES COVENANT
EMPLOYER RECOGNITION SCHEME
BRONZE AWARD

Revenues Assistant
Council Offices - Clitheroe

Reference: **RES246**

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

Hours: **37 hours per week**

Working within the council tax section you will be responsible for issuing of council tax bills and dealing with customers over the telephone and by email, so you will need to have excellent customer service skills, a clear and friendly telephone voice and be able to work well in a team. You will process applications for discounts and exemptions, and undertake other administrative tasks where required.

You will also be responsible for the recovery of council tax and business rates issuing reminder notices and summonses. You will be expected to attend court with the Recovery Officer and be able to provide debt counselling to taxpayers who are having difficulty making payment.

You should have a good understanding of Microsoft Office (Word and Excel).

Knowledge of council tax legislation would be advantageous.

A DBS check will be undertaken for the successful candidate.

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: Friday, 4th October 2024

Interview date: Tuesday, 22nd October 2024

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.