



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

Part Time Benefits Assistant (Job Share) Council Offices - Clitheroe

Reference: RES251

Pay: Scale 3 (scp 7-8) £25,584 to £25,992 per annum pro rata

Hours: Mondays and Tuesdays all day, and Wednesday morning. 18.5 Hours Per Week (Job Share Post)

You will process and verify benefit claims efficiently and accurately, updating information and scheduling overpayments for recovery. Communication with both the public and colleagues in other departments and agencies will be vital, as will vigilance for potential fraud.

You should have experience of computerised financial systems, good communication skills and initiative. Customer focus is essential, and knowledge of benefits work would be useful.

A positive and professional attitude is essential, together with confidentiality and integrity.

A DBS check is required and will be undertaken once an appointment is made.

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.

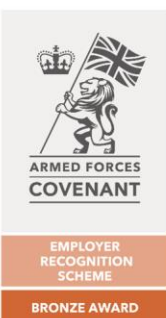
Closing date: Monday 3rd February 2025

Interview date: Thursday 20th February 2025



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.