



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

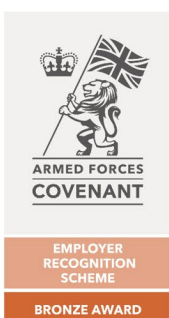


Staff discount at
Ribblesdale Pool



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

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



Assistant Senior Cashier (Job Share) Council Offices – Clitheroe

Reference: RES281

Pay: Scale 3 (scp 7-8) £27,274 to £27,709 per annum pro rata

Hours: 18.5 hours per week
Monday and Tuesday all day, Wednesday mornings

We are looking for someone who is organised, accurate and confident working on their own initiative. This role combines back-office financial administration with the requirement to take payments in the Council's collection office.

If successful in your application you will process payments, reconcile income to the income management system, receipt BACS and credit transfer payments made directly into the Council's bank account, and assist with managing direct debits for Council Tax and Business Rates.

You will also help customers directly by taking payments and providing professional and helpful support. We are looking for someone who will enjoy both aspects of the role – dealing with detailed financial administration and customer contact. Although there will usually be two people working together there will be occasions when you will be working alone so you will need to make decisions and act on your own initiative.

In return, you will benefit from flexible working hours through our flexitime scheme, generous annual leave, an occupational pension scheme, and opportunities for training and development, discounts at major retailers and a cycle to work scheme.

Closing date: Sunday, 4 October 2026

Interview date: Thursday, 15 October 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.