

**Compliance Officer (Enforcement)**

 **Breckland Council**

Full time (37 hrs, perm)

Full time (37hrs, FTC until 01.05.19)

**Starting Salary £17,128 per annum**

We have a new exciting opportunity, not to be missed! At **Anglia Revenues Partnership** we are currently looking for an **Compliance Officer** to support the team at ARP. We have 2 posts available with a starting salary of **£17,128 per annum**. This role will mainly be office based in Thetford however you may be required to work at other offices within the partnership area.

The aim of Anglia Revenues Partnership is to run an efficient Council Tax collection and Housing Benefits distribution service while reducing administration costs to each council. By coming together, each council can save money by pooling resources and staff.

**More about the Compliance Officer role**

We are seeking a self-motivated, flexible and enthusiastic candidate to join our busy and hard-working Enforcement Team. Your role would be to pro-actively contact Council Tax or Business Rates debtors to negotiate arrangement for payment, update the case management system and deal with customer enquiries received by telephone or other means of communication.

The Enforcement team are target orientated and you will be expected to fully contribute to the team’s targets within this role.

**What we’re looking for in our Compliance Officer**

We are seeking a team player, who understands the importance of confidentiality, can demonstrate first class service skills especially when communicating in difficult situations, preferably with knowledge of Debt Recovery, although full training will be provided. A good general education and experience of MS Office is essential for this role.

**In return as our Compliance Officer, we can offer you…**

 Ongoing professional development, free parking, Norfolk reward scheme including money off, cash back and other offers on high street stores, mobile phones, half price cinema tickets and Local Government Pension Scheme.

**Interested?** If you believe you have the right skills and are looking for your next career opportunity as the new **Compliance Officer** then please email recruitment@angliarevenues.gov.uk for an application pack. Don’t miss out, we’d love to hear from you!

**Closing date for applications:** 2nd October 2017

[***www.angliarevenues.gov.uk***](http://www.angliarevenues.gov.uk)