

# Join Us as a Council Tax Officer

## East Suffolk Council / West Suffolk Council / Breckland Council

The Anglia Revenues Partnership is a partnership between Breckland Council, Forest Heath District Council, East Cambridgeshire District Council, St Edmundsbury Borough Council, Fenland District Council, Suffolk Coastal and Waveney District Council. The partnership is responsible for the delivery of Revenues and Benefits services for all of the Authorities.

**A numbers of posts based in any of our offices in Thetford, Lowestoft, Melton and March.**

**37 hours per week permanent contracts**

**plus**

**1 x 37 hours per week temporary contract to August 2019**

**Salary Range £17,972 to £23,122**

**Be part of our successful Revenues and Benefits team to compile and maintain client records, verify eligibility for reductions, make amendments, setting up billing of Council Tax and Local Council Tax Reduction Scheme. This will include communicating with the public and various Government bodies, which will involve spending time taking customer calls.**

### Requirements of the roles:

- Team player and can work on own initiative
- Great communication skills – written and verbal
- Dealing with telephone contact from the public
- Excellent customer service skills
- Ability to update computer systems accurately
- Monitor client accounts to check payments receive
- Keep up in a fast paced partnership environment
- Interested in learning and retaining info on legislation
- Liaise with other departments, Citizens Advice and Department for Work and Pensions
- And above all enthusiasm!



*Rewards!*

### What we offer in return:

- Competitive starting salary
- Career development opportunities
- Full training
- Flexible working
- Free car parking
- Local Government Pension Scheme
- Rewards Package

## Interested?

Contact us at [recruitment@angliarevenues.gov.uk](mailto:recruitment@angliarevenues.gov.uk) today – don't miss out, we'd love to hear from you!

Or call on Terri Lawson 01502 523534 or Andrew Rose 01842 778028 to find out more about this opportunity

**Closing date for applications: 20 February 2019, interviews to be confirmed after that date.**

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