

Join us as a Council Tax Officer

Council Tax - Recovery

1 x Breckland Council
(Permanent 37 hours per week)
Grade 10 £18,028 – 22,668

Are you an enthusiastic, team player with a willingness to learn? If so we would like to hear from you.

Be part of our successful Council Tax team to maintain client records, negotiate the collection of unpaid taxes and charges, make amendments, select the most appropriate course of action to maximise collection of Council Tax. This will include communicating with the public and various third party agencies.

Requirements of the roles:

- Team player and can work on own initiative
- Great communication skills – written and verbal
- Monitor client accounts to check payments received
- Excellent customer service skills
- Accurately update computer systems & records
- Keep up in a fast paced partnership environment
- Liaise with other departments, Citizens Advice and Department for Work and Pensions
- Available to work at our Thetford office
- And above all enthusiasm!



Rewards!

What we offer in return:

- Competitive starting salary £18,028
- Career development opportunities
- Full training
- Flexible working
- Free car parking
- Local Government Pension Scheme
- Rewards Package

Interested?

Contact us at recruitment@angliarevenues.gov.uk today – don't miss out, we'd love to hear from you! Or call Steve on 01842 756460 to find out more about this opportunities.

Closing date for applications: 27th February 2019

www.angliarevenues.gov.uk