

# Join Us as a Revenues Officer

## Non Domestic Rates Officer

West Suffolk Council  
(1 x 37 hours Permanent)

Band C £17,972 – £21,074

**Be part of a team maintaining the Business Rates register, applying appropriate reductions and collecting unpaid rates**

### Requirements of the roles:

- Experience working in a busy, target driven office environment
- Competent at database computer systems, Outlook, MS office including Excel
- Excellent customer service with strong written and verbal communication skills
- Enthusiasm, self-motivated and a team player
- Demonstrate our ARP Operational Values
- Willing to continually learn and adapt quickly to service needs and legislative updates
- Liaise with other departments, Citizens Advice and Department for Work and Pensions
- Available to work at our Thetford office



*Rewards!*

### What we offer in return:

- Competitive starting salary £17,972
- 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 01842 756537 and ask for Lucy to find out more about this opportunity

Closing date for applications: 31<sup>st</sup> March 2019

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