



REVENUES SERVICES		
PERSON SPECIFICATION		
REVENUES OFFICER		
POST NO: TBC	GRADE: LS 15/14	
Attributes	Essential	Desirable
Experience	<p>Recent experience of dealing with members of the public – face to face and on the telephone</p> <p>Recent experience of working in a relevant office environment.</p> <p>Able to demonstrate experience of working accurately with attention to detail.</p> <p>Experience of working to deadlines and the ability to prioritise work.</p> <p>Experience of making financial/monetary decisions based on analysis of available of information</p>	
Qualifications	Able to demonstrate a high level of literacy, numeracy and accuracy through educational attainment	
Specialist Knowledge and Skills		Knowledge of Council Tax administration.
IT Skills	Highly competent in the use of a computer to navigate around processing packages and in the use of Microsoft office packages, including Word .	Experience of using a document imaging system
Personal Qualities	A flexible approach to work.	



Rushcliffe
Borough Council

OFFICIAL

	A high regard for the principles of customer care. Able to work as a supportive member of the team.	
Physical	None.	
Special Working Conditions		Prepared to work overtime as required.
Approved by: R Cottee		
Signed:		
Date: 26 May 2021		