**Revenues Officer**

Closing date: 31st October 2018

Working pattern: Permanent Full Time

Hours: 37 hours per week

Salary: Dependent on experience (£16,000 - £16,500)

Location: Herbert Warehouse, The Docks, Gloucester, GL1 2EQ.

Civica is a market-leading specialist in software, technology and outsourcing services that help teams and organisations around the world to transform the way they work.

**The role will include:**

* To ensure that all documentation and records relating to the assessment of Council Tax liability, including property exemptions, discounts, discount disregards, disabled relief, refunds & transfers are kept up-to-date and maintained on a daily basis
* Undertake a range of routines to maintain and update all Council Tax and National Non Domestic Rates (NNDR) accounts, adhering to key metrics and measures
* Undertake a range of routines to maintain and update all Council Tax Support and Sundry Debts.
* Contribute to ongoing service development to improve quality and reduce the cost of delivery
* Provide Billing, Collection and Enforcement in respect of all debts administered by the Revenues and Benefit Services

The successful candidate will be driven, self-motivated, organised, committed, good verbal and written communication skills and flexible; good levels of IT skills are also essential. Knowledge of Open Revenues software system is desirable.

If you would like more information or to apply please forward your CV to [Michyla.Wales@gloucester.gov.uk](mailto:Michyla.Wales@gloucester.gov.uk)