**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