



Revenues Officer
Home and Office Working
Permanent 37 Hours
Grade: G04 - £31,015 to £33,673

The Revenues Service has an exciting opportunity for customer focused and ambitious people. This is the chance to join a friendly and forward- thinking service, working under a hybrid policy of office and home working.

We are looking to recruit a Revenues Officer to join our busy Revenues Team dealing with registration, billing and collection of Council Tax and Business Rates.

Duties include maintenance of the Council's database, handling customer enquires over the telephone and in writing, understanding and explaining regulations clearly whilst working to strict deadlines. Responsible for processing and verifying all account amendments, including property banding amendments, change of addresses, direct debits administration, processing applications for discounts, reliefs and exemptions.

You will be educated to 'GCSE' level or equivalent, be IT literate and must possess excellent communication skills. Having some knowledge of the Civica Open Revenues system would be ideal but training will be provided for the right candidate.

Applicants must have experience in a customer services field, ideally working in a revenue's environment with experience of local taxation and relevant regulations.

Further Information

Successful candidates will be entitled to generous amounts of holidays, pension, discounts at hundreds of retailers across the UK, family friendly and work-life balance policies, development opportunities and much more.

For more information or an informal discussion please contact:

Vicki Hankin, Team Manager – Council Tax & Business Rates, email Vicki.j.hankin@flintshire.gov.uk



Gyda'n gilydd gallwn ni i gyd helpu
i gadw **Sir y Fflint** yn ddiogel
Together we can all help to
keep **Flintshire** safe

