

## Person Specification

<b>Job Title</b>	REVENUES SUPPORT OFFICER
<b>Grade</b>	SC4
<b>Service/Section</b>	REVENUES SERVICE/COUNCIL TAX
<b>Directorate</b>	RESOURCES

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

<b>Criteria</b>	<b>Essential/ Desirable</b>
<b>Knowledge</b>	
An understanding or awareness of Council Tax	D
Understanding of confidentiality and Data Protection	E
<b>Skills and Abilities</b>	
Ability to use ICT systems including MS Word, Excel & email	D
Ability to communicate appropriately & effectively both verbally & in writing,	E
Ability to work with minimal supervision, using your own initiative & working within a team.	E
Ability to work accurately with attention to detail, prioritise workloads & meet deadlines.	D
<b>Experience</b>	
No formal qualifications are necessary for this post, but a good standard of numeracy and literacy is required.	E
<b>Equal Opportunities</b>	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E