

Person Specification

Job Title	REVENUES MANAGER
Grade	PO4
Service/Section	REVENUES
Directorate	FINANCE

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

Criteria	Essential/ Desirable
Knowledge	
An understanding of the principals of staff management	E
An appreciation of the accounting requirements with respect to Council Tax and/or Business Rates.	D
An understanding of the latest issues and techniques in local government finance, with particular regard to regulations covering Council Tax and/or NNDR.	D
Skills and Abilities	
Ability to review and develop services in conjunction with Senior Management to secure service improvements, modernise and identify risks and opportunities in respect of Council Tax and/or NNDR.	E
Effective oral and written communication skills. Including experience of dealing with both internal and external stakeholders including Members, Chief Officers, Senior Management and external agencies.	E
The ability to identify and analyse the problems and key requirements of a Council Tax and/or Business Rate service and then critically review the current processes and methods of delivery to drive out efficiencies.	D

Experience	
Experience of Council Tax and/or Business Rates administration at a senior level. Including sickness and absence monitoring, ensuring adherence to Council policies.	E
Experience of performance management to ensure key service performance indicators are achieved. Including motivation and/or tackling of poor performance of staff as necessary.	E
Equal Opportunities	
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.	D
Health and Safety	
Maintaining an awareness of Health and Safety issues at all times for the safety of oneself and colleagues and identifying potential risks for the Council.	E