

Person Specification

Job Title	REVENUES SUPPORT OFFICER (Council Tax)
Grade	SC4
Service/Section	REVENUES SERVICE/COUNCIL TAX
Directorate	RESOURCES

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

Criteria	Essential/ Desirable
Experience	
No formal qualifications are necessary for this post, but a good standard & demonstration of numeracy and literacy is essential.	E
Knowledge	
An understanding & awareness of Council Tax	D
Understanding of confidentiality, Data Protection & GDPR	E
Skills and Abilities	
Ability & experience of using ICT systems including MS Excel, Word email	D
Ability & experience of communicating 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, to prioritise workloads & meet deadlines.	D
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.	E