

BRECKLAND COUNCIL

JOB DESCRIPTION

<p>POST NO.</p> <p>DATE ISSUED</p> <p>JOB TITLE</p> <p>GRADE</p>	<p>PN833</p> <p>1st April 2008</p> <p>Principal Income Officer</p> <p>6</p>
<p>PORTFOLIO</p> <p>SERVICE/FUNCTION AREA</p> <p>CONTEXT OF WORK</p> <p>JOB PURPOSE</p>	<p>Transformation</p> <p>Anglia Revenues Partnership (ARP)</p> <p>Any employee may be called upon to work in any office of the District Council or carry out any duties of his/her ability and experience and grading with training if necessary.</p> <p>No officer shall disclose any information, whatsoever, gained in any manner which relates either to the business of the Council, or to the business of a private individual to any outside organisation, or body i.e. trade union, other authorities, the press, public etc., unless this information is required by law.</p> <p>This post is based at Breckland House, Thetford.</p> <p>Staff will be required to work and enter or make enquiries through personal computers within their capabilities and training.</p> <p><u>COUNCIL TAX AND NON DOMESTIC RATES</u></p> <p>To assist the appropriate line manager to bill and collect council tax and non domestic rates.</p> <p>To manage and supervise the team managers and the revenues council tax and NDR teams within the Anglia Revenues Partnership.</p> <p>To offer ideas and manage improvements to the sections procedures, administration, efficiency and effectiveness.</p>

<p>RESPONSIBLE TO</p> <p>RESPONSIBLE FOR</p> <p>LIAISON WITH</p>	<p>Revenues Operations Manager</p> <p>Management and supervision of team managers and assessment teams. To manage the Billing and recovery functions.</p> <p>Staff of all departments of the councils within the ARP, government departments, outside organisations, MPs, members and chief officers.</p>
<p>MAIN RESPONSIBILITIES</p>	<p>To maximize the collection of Council Tax Income.</p> <p>The day to day management and provision of a Council Tax and Non Domestic Rates service.</p> <p>Meeting the objectives of Breckland Council and any other Councils working in partnership with that authority at any given time.</p> <p>To ensure staff work together as a cohesive, responsive team.</p> <p>Ensure prompt billing and recovery action is undertaken within set targets.</p> <p>To provide information as required by the Line manager or any member of the operations board to enable government returns and targets to be completed in an accurate and timely manner.</p> <p>Proactively drive the service forward in addition to managing change as it arises and to constantly seek improvement and innovation in service provision</p> <p>Ensure that legislative requirements are met, there is optimum Direct Debit take-up, maintain the controls for the prevention of incorrect and fraudulent claims to discounts and to insure that there is a regular workflow, absence of backlogs and staff flexibility.</p> <p>Ensure that proper financial, audit and performance controls are in place, monitored and reviewed on a regular basis,</p> <p>Undertake general management functions including recruitment, training and disciplinary matters.</p>

	<p>Work in partnership with the management team to provide a seamless Revenues service.</p> <p>As an employee of Breckland Council you must comply with the relevant Health & Safety policy and attend any compulsory Health & Safety training as and when requested.</p> <p>You will be required to undertake any necessary training to enable you to perform your duties effectively.</p> <p>You will be required to follow the Race Equality Schemes of each of the partner authorities within the ARP to ensure that services are delivered in a manner which is fair for all sectors of the community.</p> <p>You will be required to make yourself aware of, and work within, the Data Protection Policy.</p> <p>Responsibility for the management/supervision of staff, including motivating, conducting appraisals, identifying training and developing needs and putting in place activities to meet those identified needs.</p>
<p>OTHER CONDITIONS</p>	<p>The appointment is subject to the scheme of conditions of service as agreed by the National Joint Council for Local Government Services as amended by local collective agreements.</p>
<p>SALARY</p> <p>LEAVE</p> <p>WORKING HOURS</p> <p>CAR ALLOWANCE</p> <p>PENSION</p>	<p>£33,74 to £39,129 per annum (pay award pending)</p> <p>22 days per year (increasing to 27 days after 5 years' service) plus 8 bank holidays</p> <p>The standard working hours are Monday to Thursday 9.00am to 5.30pm, Friday 9.00am to 5.00pm. However, a system of flexible working applies to this post.</p> <p>Casual</p> <p>The postholder would be eligible to join the Local Government Pension Scheme.</p>