

JOB DESCRIPTION

Job Title:	Council Tax Compliance Officer	
Service Area:	Recovery, Fraud and Enforcement	Team: Fraud Team
Organisation:	Anglia Revenues Partnership	
Reports to:	Fraud & Visits Manager	
Responsible for:	N/A	

Main Purpose of Job:

To assist in the review of Council Tax Discounts and Exemptions in support of the Fraud Team objectives.

To provide and input information onto relevant systems accurately and within given time limits to allow completion of government returns and management information.

Key Responsibilities:

- To be familiar with Case Law relating to Council Tax and provide advice, guidance and mentoring to colleagues.
- To review Council Tax – Single Person Discount awards through desktop intelligence collection.
- To ensure compliance in the review of discounts, exemptions, disregards and disabled reductions.
- To assist with the NFI – SPD review processes within the partnership.
- To check computer records in the process of reviews and investigations.
- To write progress reports and provide evidence where cases have been reviewed or investigated.
- Deal with the public professionally and with discretion and sensitivity.
- To use the INTEC IDIS Data Matching system and import of data for analysis.
- To deal with inquiries concerning irregular Council Tax reliefs or exemptions by telephone and letter.
- To perform to the standards of ARP's values and behaviours and encourage others to do so.
- Carrying out such other duties commensurate to the grade for the post.



Additional Note:

Vulnerable People

We are committed to safeguarding and promoting the welfare of vulnerable people and we expect all employees to share this commitment. All employees must familiarise themselves with the Safeguarding Children and Young People and Guidelines for Working with Children and Young People policy.

Health Safety & Environment

Managers are responsible for the health and safety of their staff and their actions that may affect others; this is clearly set out in the Health and Safety Policy. It is the duty of all employees, while at work, to take reasonable care of their health and safety, and of other persons who may be affected by their activities; this includes colleagues, contractors and members of the public.

All employees must familiarise themselves with the Health and Safety and Environmental Policies.

Note: This is a description of the job as it is constituted at October 2024 but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of ARP and employing Council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is both Councils' and ARP's aim to reach agreement to such reasonable changes with the post holder but if agreement is not possible the Councils and ARP reserve the right to insist on changes to the Job Description after consultation with the post holder.

On signing your Statement of Particulars it will be deemed that this Job Description has been accepted by the post holder.

