

**Enforcement Officer (Revenues)**

 **Breckland Council**

Full time (37 hrs, 2yr fixed term) vacancy

**Starting Salary £17,128 per annum**

We have a new exciting opportunity, not to be missed! At **Anglia Revenues Partnership** we are currently looking for an **Enforcement Officer (Revenues)** to support the team at Breckland Council. You will join the team on a full time, 2 year fixed term contract and will receive a competitive starting salary of **£17,128 per annum**. This role will mainly be office based in Thetford however you may be required to work at other sites within the partnership area.

The aim of Anglia Revenues Partnership is to run an efficient Council Tax collection and Housing Benefits distribution service while reducing administration costs to each council. By coming together, each council can save money by pooling resources and staff.

**More about the Enforcement Officer role**

We are seeking a self-motivated, flexible and enthusiastic candidate to join our busy and hard-working Enforcement Team. Your role would be to pro-actively contact Council Tax or Business Rates debtors to negotiate arrangement for payment, update the case management system and deal with customer enquiries received by telephone or other means of communication.

The Enforcement team are target orientated and you will be expected to fully contribute to the team’s targets within this role.

**What we’re looking for in our Enforcement Officer**

We are seeking a team player, who understands the importance of confidentiality, can demonstrate first class service skills especially when communicating in difficult situations, preferably with knowledge of Debt Recovery, although full training will be provided. A good general education and experience Microsoft Suite is essential for this role.

**In return as our Enforcement Officer (Revenues), we can offer you…**

Flexible working options including possible home working after a qualifying period, ongoing professional development, free parking, Norfolk reward scheme including money off, cash back and other offers on high street stores, mobile phones, half price cinema tickets and Local Government Pension Scheme.

**Interested?** If you believe you have the right skills and are looking for your next career opportunity as the new **Enforcement Officer (Revenues)** then please email recruitment@angliarevenues.gov.uk for an application pack. Don’t miss out, we’d love to hear from you!

**Closing date for applications:** 5th September 2017

[***www.angliarevenues.gov.uk***](http://www.angliarevenues.gov.uk)