

ANGLIA REVENUES PARTNERSHIP

We have the following vacancy:

Assistant Team Manager

(Non Domestic Rates)

Breckland Council

37 Hours per Week (permanent)

## Salary £21,066 to £26,317 per annum

Benefits include: Flexible Working, Ongoing Professional Development, Free Parking, Norfolk Rewards Scheme and Local Government Pension Scheme.

Due to a recent promotion, an exciting opportunity for an enthusiastic and self-motivated individual with a desire to succeed is available, to join our hardworking team.

Your place of work would be at our Thetford office; however you may be required to work at in any office of the Anglia Revenues Partnership on occasion.

With experience of a busy office environment, a good standard of education and preferably a knowledge of Business Rates regulations your role would be to update the NDR (Business Rates) database, deal with customer enquiries received by telephone and other means of communication. In addition you will be required to support the Team Manager, taking on their duties during periods of absence and assisting where required. There will also be an element of training and mentoring of new staff in the team.

If you are a team player, can demonstrate first class customer service skills and use your own initiative, we would like to hear from you.

### For an application pack please email recruitment@angliarevenues.gov.uk

**This post requires a satisfactory outcome by Disclosure Scotland and pre-employment checks.**

Closing date for applications:  **25th June 2017**

*The Anglia Revenues Partnership is a partnership between Breckland Council, Forest Heath District Council, East Cambridgeshire District Council, St Edmundsbury Borough Council, Fenland District Council and Suffolk Coastal and Waveney District Council. The partnership is responsible for the delivery of Revenues and Benefits services for all of the Authorities. Employees may be called upon to work in any office of the Anglia Revenues Partnership.*

