

North Northamptonshire Council - Job
Description

Revenues Inspection Officer

Service Area: Financial Services-Revenues	
Reports To: Revenues manager	
Responsible For: N/A	
Scale: 4/5	Post Number:

Overall Job Purpose:

Reporting to the Revenues Manager with responsibility for the visiting function within the Revenues Section, to maximise revenue in respect of Council Tax and Non-Domestic Rates.

Main Duties and Responsibilities:

(This list contains the main duties and responsibilities of the post holder, but it is not an exhaustive list)

1. To visit new and altered dwellings for domestic and commercial use. To carry out ad-hoc visits as required by the Billing Team.
2. Identify chargeable dwellings and businesses, conduct interviews and complete documentation for Billing Officers.
3. Establish and monitor discounts and exemptions for Council Tax and National Non-Domestic Rates hereditaments in accordance with instructions and legislation.
4. Prepare and issue completion notices to comply with Local Government Finance Act.

5. To record the results of visits and interviews carried out keeping accurate records and update relevant computer systems. Ensure details are transferred to billing workflow for appropriate action to the accounts.
 6. Prepare daily reports for visits using computerised systems (including Northgate , Academy and DIP/Workflow systems) and reports received from Revenues Manager, Planning and Environmental Services.
 7. Liaise with the Revenues Manager about applications for Section 44a and subsequent required visits.
 8. Assist in the preparation of the Council Tax Base by annually reviewing the number of new properties due to be built in any one financial year.
 9. Liaise with, receive, and provide information to other staff/sections, Local Authorities and other organisations/individuals where instructed.
 10. Undertake visits outside main core Council Hours as and when the need arises.
 11. Maintain a working knowledge of front-end computer software appropriate to the duties and responsibilities.
 12. Retain a detailed knowledge of the law relating to Council Tax and Non Domestic Rates.
 13. Assist Billing Team to achieve the Performance Targets as laid down in the Corporate Services Business Plan
 14. To comply with all Council policies with reference to Health & Safety, Equal Opportunities.
 15. Carry out reasonable allied duties to the above within the context of the sections/departments responsibilities.
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Additional Information / Local Agreements attached to this post

May be required to work overtime at peak periods

The post-holder will need to provide a car to perform their duties and a casual car user allowance is therefore payable.

The role will primarily be based in the Corby offices and surrounding area, but visits may be required across all of North Northamptonshire

I have read and understood the job description and sign to accept the above terms and conditions of employment.

Employee Signature.....

Date

North Northamptonshire Council - Person Specification

Criteria: Education / Qualifications	Essential (E) Desirable (D)
4 GCSE's (or equivalent) including Maths and English	E

Criteria: Skills / Experience	Essential (E) Desirable (D)
Dealing with the public in a customer care environment	E
Knowledge of the Northgate and/or Academy system and knowledge of Revenues Legislation.	D
Examine and cross refer large volumes of detailed information	E
Recent experience of using computer systems	E
Experience of personal interviews.	E

Criteria: Miscellaneous	Essential (E) Desirable (D)
Must possess a questioning nature and have an eye for detail and ability to deal with heavy and varied workload.	E
Able to work on own initiative whilst working as part of a team to stringent deadlines and targets.	E
Able to deal effectively, calmly and professionally with difficult customers and situations.	E