



Business Rates Officer

Council Offices - Clitheroe

Reference: RES270

Pay: Scale 5 (scp 16-19) £30,518 to £32,061 per annum

Hours: 37 hours per week

We have an exciting opportunity for a Business Rates Officer to join our Revenues Team.

This is a challenging but rewarding role; annual legislative changes require you to be flexible and able to adapt to changing demands. You will need to prioritise your workload effectively and be capable of tackling problems and implementing solutions. You will have excellent communication skills, both written and verbal, and the ability to maintain accurate and up-to-date records.

On a day-to-day basis, your role will be to provide an efficient service to all businesses within the Ribble Valley. You will ensure effective administration of billing and collection of business rates in accordance with statutory provisions and local procedures. You will liaise with the Valuation Office Agency on rateable value amendments and update the database accordingly.

Whilst knowledge of business rates legislation is essential, previous experience of working in a Local Authority Revenues role is not, although it would be advantageous.

For an informal discussion about the role please contact James Marshall on 01200 414425.

Join us to receive a host of benefits such as flexible working hours (flexitime scheme in operation), generous leave entitlement, occupational pension scheme and training/development opportunities.

Closing date: Friday 23 January 2026

Interview date: Thursday 5 February 2026



Guaranteed interview if all essential criteria are met.

We are an equal opportunity employer and applications are welcome from all minority groups.



To apply online: ribblevalley.gov.uk/jobs

Other ways to apply: For a paper application pack, send your contact details and vacancy reference number to HR@ribblevalley.gov.uk or call 01200 414596 (24-hour answerphone)

Reasonable adjustments: For any part of the recruitment process, please email us or provide further information on your application form.

Right to close early: We reserve the right to close job vacancies before the deadline, so please apply early to avoid disappointment.