



Ribble Valley  
Borough Council  
www.ribblevalley.gov.uk



Excellent  
pension scheme



Training and  
development



Generous annual  
leave entitlement



Christmas  
leave



Flexible  
working hours



Annual  
pay review



Employee assistance  
programme



Family friendly  
policies



Staff discount at  
Ribblesdale Pool

# Assistant Senior Cashier (Job Share) Council Offices – Clitheroe

**Reference:** RES273

**Pay:** Scale 3 (scp 7-8) £26,403 to £26,824 per annum pro rata

**Hours:** 18.5 hours per week  
Monday and Tuesday all day, Wednesday mornings

Assisting with the running of the Council's collection office, receiving all payments and reconciling them to our income management system. You will process new direct debit mandates for council tax and business rates and receipt all items received directly into the Council's bank account through BACS/credit transfer.

You should bring a meticulous approach and a proven record to be trustworthy and accurate when dealing with cash. You will also have experience of using computer systems and of dealing with members of the public.

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:** Sunday 15 March 2026

**Interview date:** Thursday 26 March 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](http://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](mailto: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.