

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE: Assistant Senior Cashier (Job Share)

REFERENCE: RES273

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

HOURS OF WORK: 18.5 hours per week

POST NO: E70

SERVICE AREA: Revenues

RESPONSIBLE TO: Senior Cashier

RESPONSIBLE FOR: -

JOB PURPOSE: To assist the Senior Cashier with the running of the Council's main collection office.

KEY RESULT AREAS:

- To provide cover for the Senior Cashier during their absence.
- To balance cash tills against monies received on a daily basis.
- To liaise with customers and banks regarding unpaid cheques and unidentified receipts.
- To reconcile Bank statements with all income received on a daily basis by reconciliation to the statement one and two forms.
- To process new direct debit mandates for council tax and NNDR.
- To process amendments/cancellations for direct debits for council tax and NNDR.
- To process unpaid direct debits for council tax and NNDR.
- To receive all payments (cash, cheques etc) and reconcile them to our income management system.
- To receipt all payments (cash, cheques etc) taken over the office counter.
- To take payments over the telephone from customers using our cash receipting electronic payments system.
- To receipt and return as necessary all postal payments.

- To receipt all items received directly into Ribble Valley Borough Council's bank account through BACS/credit transfer etc.
- To assist with the training of Cashiering staff as required.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including Equal Opportunities and Health and Safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
Educated to GCSE level, with an excellent standard of numeracy and literacy – 5 GCSE's including Maths and English at grade C/4 or above.		Application Form/Interview
Experience		
Cash handling.		Application Form/Interview
Using computer systems.		Application Form/Interview
Dealing with the general public.		Application Form/Interview
	Supervising staff.	Application Form/Interview
	Working within a payments or accounting function.	Application Form/Interview
Skills/Knowledge		
Proven skills on dealing with members of the public.		Application Form/Interview
Well developed numeracy with the ability to interpret this both verbally and in written form.		Application Form/Interview
A meticulous approach to balancing cash.		Application Form/Interview
Computer literate.		Application Form/Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge		
	Understanding of local government finance.	Application Form/Interview
Additional		
Excellent customer skills.		Application Form/Interview
A desire to be flexible and innovative in order to get the job done.		Application Form/Interview
A proven record to be trustworthy and accurate when dealing with Cash.		Application Form/Interview
Ability to work well within a team.		Application Form/Interview