



Ribble Valley
Borough Council

www.ribblevalley.gov.uk



Excellent
pension scheme



Training and
development



Generous annual
leave entitlement



Retail discounts and
cycle to work scheme



Christmas
leave



Bank holiday
enhancements and
lieu time



Enhancements for
weekend working



Favourable
working hours



Annual
pay review



Employee assistance
programme



Family friendly
policies

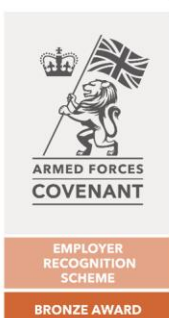


Staff discount at
Ribblesdale Pool



**Guaranteed interview if all
essential criteria are met.**

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



ARMED FORCES
COVENANT

EMPLOYER
RECOGNITION
SCHEME

BRONZE AWARD

Revenues Assistant Council Offices - Clitheroe

Reference: RES279

Pay: Scale 4 (scp 10-13) £27,694 to £29,064 per annum

Hours: 37 hours per week

Contract: Permanent

You will be responsible for issuing council tax bills, processing applications for discounts and exemptions, and dealing with customers' enquiries. You will attend court with the Recovery Officer and deal with enquiries relating to reminders and summonses.

The successful candidate will have experience of creating and maintaining digital and paper records and will be a confident user of Microsoft 365 or similar. We are looking for someone:

- With the ability to communicate clearly with taxpayers and colleagues; this must be both orally and in writing;
- Who has previous experience of dealing with the public;
- With the capability to work accurately and methodically;
- Who will rise to the challenge of a changing environment and new technology

Knowledge of council tax legislation and previous experience of working in local authority revenues would be an advantage, although not essential.

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/favourable working hours (flexitime scheme in operation), generous leave entitlement, occupational pension scheme, training and development opportunities, discounts at major retailers and a cycle to work scheme.

Closing date: Monday 31st August 2026

Interview date: Tuesday 15th September 2026

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.