

LONDON BOROUGH OF GREENWICH

PERSON SPECIFICATION

DIRECTORATE: FINANCE DIRECTORATE

JOB TITLE: REVENUES OFFICER (SO1)

SECTION: REVENUES

ESSENTIAL

CRITERIA	METHOD OF ASSESSMENT	SHORTLISTING CRITERIA
EXPERIENCE/EDUCATION	AF = APPLICATION FORM T = TEST P = PRESENTATION I = INTERVIEW R = REFERENCE	
Experience of working within a Revenues or Finance environment, preferably a Council Tax service	AF//I	*
Experience in the use & application of ICT systems including MS Word & Excel	AF//I/T	*
KNOWLEDGE/SKILLS/ABILITIES		
Ability to communicate appropriately & effectively with clarity both orally & in writing when dealing with challenging customers.	AF/I /T	*
Ability to work with minimal supervision & on your own initiative with consistent numerical accuracy & attention to detail	AF/I /T	*

KNOWLEDGE/SKILLS/ABILITIES	METHOD OF ASSESSMENT	SHORTLISTING CRITERIA
	AF = APPLICATION FORM T = TEST P = PRESENTATION I = INTERVIEW	
Knowledge & understanding of Council Tax and the services provided by the council	AF/I /T	*
Commitment to delivering a professional & high quality service with the ability to adapt & embrace new ways of working.	AF/I /T	
EQUAL OPPORTUNITIES		
Awareness of equality issues & an ability to promote the principles within all areas of the council, the service & the post holders duties	AF/I	*