

## Local Government Revenues Officer

Local Government revenue officers or assistants decide on the level of council tax or benefits, work out the amount to be paid and run the systems to request and collect payment. They may also deal with housing benefits and rent.

### The Work

You could be:

- updating the database of taxpayers
- preparing and sending council tax bills and reminder notices
- dealing with members of the public in a public office, or by phone or email
- advising on payments and possible benefits or reductions due
- setting up and processing direct debits and payment of housing benefit
- discussing, agreeing and then checking arrangements to recover unpaid council tax
- reviewing discounts and exemptions from paying
- making refunds
- preparing paperwork for appeals.

### Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the local authority you work for
- the demand for the job.

Salaries for administrative assistants in Local Government tend to range from between £16,500 and £19,500 a year. Administrative officers usually earn between £20,800 and over £24,000 a year.

### Conditions

- You would work in an office.
- Your hours would normally be regular office hours, 9.00am - 5.00pm, Monday to Friday.
- You may be able to work flexitime.
- It is possible to work part time or on a job sharing basis.

### Getting In

- You need a good general education.
- Some councils may ask for 3-5 subjects at National 4 or 5 including English and Maths.
- For some posts you may need Higher English and/or Maths, an SVQ or an HNC.
- You need good IT skills.

## What Does It Take

You need to be able to:

- work accurately and pay attention to detail
- follow detailed rules
- make complex calculations
- communicate well with others
- decide which tasks are most important
- work under pressure
- get on with a wide range of people
- work well in a team.

## Training

- You would train on the job.
- You may be able to take qualifications while you are working.
- Qualifications are available at various levels, including SVQs and HNCs.
- You might study towards the Level 3 Certificate for Local Taxation, Revenues and Welfare Benefits offered by the Institute of Revenues Rating and Valuation.

## Getting On

- There is a clear promotion structure in local government.
- With experience and the right qualifications, you could move on to be a supervisor or manager.
- Further promotion could lead to senior manager posts up to chief executive level.

## More Information

Job vacancies for all councils across Scotland can be found on the [Myjobscotland](http://Myjobscotland) website.

## Contacts

### **COSLA (Convention of Scottish Local Authorities)**

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Website: [www.cosla.gov.uk](http://www.cosla.gov.uk)

Twitter: @COSLA

### **Institute of Revenues Rating and Valuation (IRRV)**

Tel: 0207 831 3505

Email: [enquiries@irrv.org.uk](mailto:enquiries@irrv.org.uk)

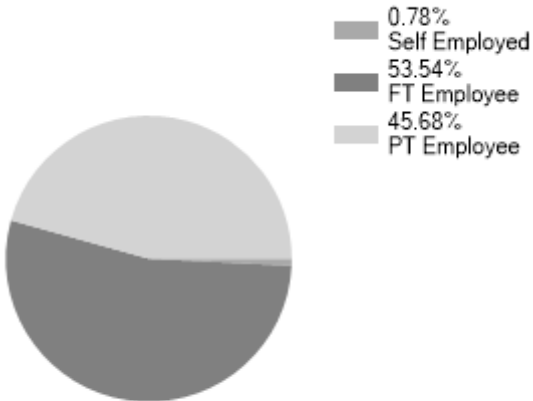
Website: [www.irrv.net](http://www.irrv.net)

Twitter: @the\_irrv

Facebook: [www.facebook.com/IRRV.org](http://www.facebook.com/IRRV.org)

Statistics

Employment Status UK %



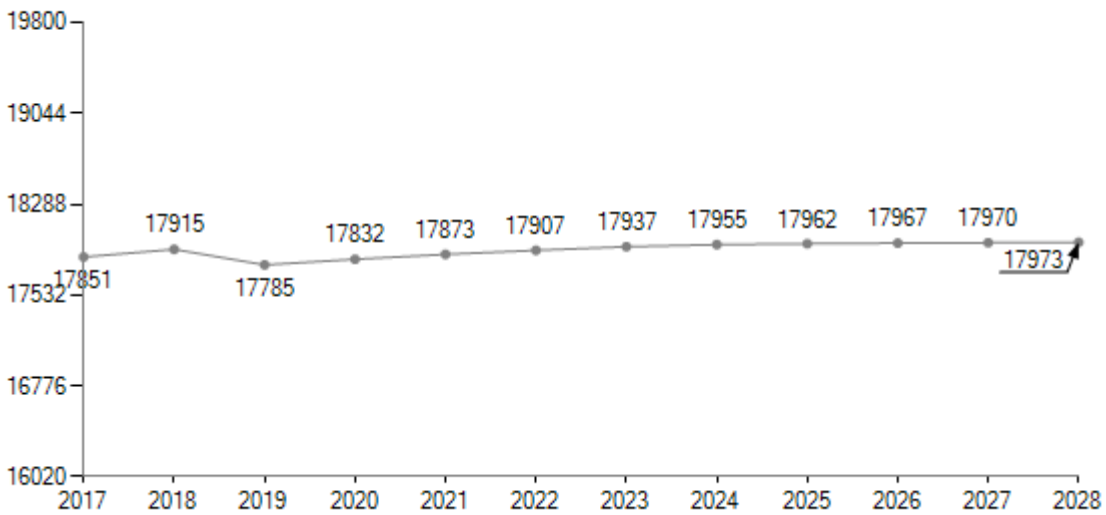
Past Unemployment - Scotland

Date	Unemployed
Dec 2018	0.06%

LMI data powered by [EMSI UK](#)

LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



LMI data powered by [EMSI UK](#)