

Debt Recovery Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Recent experience working within a debt recovery environment
2. Recent experience working within a customer focused environment
3. Collaborative working with colleagues and a range of stakeholders
4. An understanding of the role or processes and procedures within a performance management environment
5. Ability to work as part of a team and on own initiative
6. Prioritising work to meet deadlines
7. Communicate effectively, orally and in writing, with a diverse range of people
8. An understanding of the Council's Equalities policy

Desirable

1. Sundry debt recovery experience
2. Experience of Northgate Revenues and Benefits core system
3. Experience of ASH debt recovery system
4. Working in a constantly changing environment

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?