

Revenues Manager (Council Tax & Payments)

Job Outline

Main Purpose of the Job

- Manage the Council Tax and Cashiering Services Sections within Revenues and Benefits. Council Tax is payable by residential properties in the borough.
- Cashiering Services includes the Cashiers Office and counter at the Town Hall and also the Cash Collection service from on street parking pay and display machines for both RBKC and London Borough of Hammersmith and Fulham.

Key Accountabilities

- Collection, recovery and administration of council tax
- Collection, recording and prompt banking of cash, cheques, credit and debit cards, and Internet payments received by the council, ensuring safe custody and prompt banking of this income
- Collection of cash from pay and display machines and the counting and safe deposit of these monies.

Staff Directly Managed: 3

Budgetary responsibilities: £2,871,000