



Job description			
Job title	Principal Revenues & Benefits Manager		
Grade	Grade P		
Directorate	Resources		
Service/team	EXCHEQUER SERVICES		
Accountable to	Service Manager (Local Taxation & Transformation)		
Responsible for	Sundry Debtors & Reconciliation Team Financial Assessment & Charging Team		
JE Reference		Date Reviewed	18/06/2025

Purpose of the Job

You will be responsible for the leadership and management of the Sundry Debtors & Reconciliation Team and the Financial Assessment & Charging Team

The Sundry Debtors & Reconciliation Team are responsible for recovering income for goods and services provided by the Council

The Financial Assessment & Charging Team work closely with Adult Social Care to assess contributions under the Care Act 2014 and supporting vulnerable residents to maximise welfare benefits.

You will have responsibility for delivering a quality, efficient, responsive and customer-focused service to clients and the Council, ensuring that resources across the service are used efficiently and effectively to ensure that agreed performance targets are achieved.

You will be responsible for ensuring that the duties and responsibilities of the service are carried out in accordance with relevant Acts, Regulations, Council Policies and best practices.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Responsible for managing, motivating and directing staff across the service, working with Team Managers to allocate and direct resources to ensure shared targets are met. Deputise in the absence of the Service Manager (Local Taxation).



2. Working as part of the Management Team to plan for future operational changes. Assist with the identification and implementation of appropriate actions and technology, where appropriate, to ensure that changing demands are met and service provision is maintained.
3. Liaise with other Teams, Sections, Services and external organisations to maintain effective working relationships and ensure that corporate priorities can be achieved whilst maximising income for the authority through an efficient, effective and comprehensive billing and collection service.
4. Contributing towards the production, implementation and monitoring of team and service plans with clear objectives, goals and targets to ensure that Corporate & Service priorities are met. Identify any variance and propose corrective action with the Service Manager (Local Taxation).
5. Managing and monitoring external contracts to ensure that service levels are maintained and expected efficiencies are achieved.
6. Co-ordinate, direct and monitor the billing and recovery process up to and including Committal stage; including arranging and managing recovery action through Courts and Enforcement Agents as required. Where necessary supporting Team Managers by representing Council at Court and tribunals.
7. Responsible for the planning and implementation of service year-start and year-end activities, ensuring comprehensive acceptance testing of software applications is undertaken and that the results are fed back as appropriate.
8. Maintain accurate statistical records to support the compilation and submission of government returns, securing and improving collection rates and processing times. Develop and maintain quality assurance processes to ensure accuracy and consistency, liaising where necessary with internal and external auditors and producing statistical reports for Senior Managers and/or Members.
9. Ensure that changes in legislation are implemented as required and that the impact to the council and customer are taken into consideration, procedure notes, manuals and documents are accurately updated, reviewed and communicated to all staff.
10. Take an active role in staff development and performance management, ensuring individual and team training & development needs are identified and met, and that under performance is challenged and appropriate actions taken in line with Council Policy.
11. Responsible for ensuring effective communication within the team and with other internal / external stakeholders.
12. Ensure that all HR policies are applied fairly and consistently within the service.



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13. Responsible for the speedy resolution of all enquiries/queries dealt with by their team.



14. Any other duties commensurate with the grade that assists the Service in meeting its objectives.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.
- As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.