Bassetlaw District Council

Part-time job opportunity

Please read in conjunction with the job advert and the person specification. This is a summary of the job role only and the full job description and specification is available on our website

To apply, please visit https://www.bassetlaw.gov.uk/jobs-and-careers/ or telephone the HR Team on (01909) 533121

**Benefits Claims Officer 28.2 hours per week (flexible and 50% in office 50% homeworking)**

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| **Directorate:** | Corporate Resources |
| **Service:** | Revenues & Benefits |
| **Unit:** | Benefits |
| **Grade/Salary:** | 4 |
| **Responsible to:** | Benefits & Welfare Team leader or Benefits & Welfare Manager (depending on team) |
| **Special Arrangements:** | May be required to support other units within the Directorate |

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| **Job Overview:** | Member of the Benefits Team (Team of 11 staff processing claims for Housing Benefit and Council Tax Reduction claims)  Dealing with telephone calls to the service on a rota  Able to work as a team  Interpret complex legislation and make decisions about benefit entitlement and payments amounts. (therefore need high level of numeracy & literacy)  Using Microsoft products and the internet  Correct handling of confidential information.  Full training will be given  A DBS check will be obtained for you, as you will also have access to DWP confidential data. |
| **Staff Responsibility:** | NONE |

Closing date 28.8.22