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 rotaAble to work as a teamInterpret complex legislation and make decisions about benefit entitlement and payments amounts. (therefore need high level of numeracy & literacy)Using Microsoft products and the internetCorrect handling of confidential information.Full training will be givenA 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