



Worcester Business Improvement District (BID) Levy Administrator (seconded to South Worcestershire Revenues and Benefits Shared Service)

Job Description

Job Title	Worcester Business Improvement District (BID) Levy Administrator – part time post (18.5 hours per week). Up to 5 years fixed term contract.
Organisation	VisitWorcester who manage Worcester BID but seconded to South Worcestershire Revenues and Benefits Shared Service (SWRBSS)
Reporting to	Shared Services Manager (Revenues and Benefits) on day to day basis (BID Manager for reporting and performance review)
Salary scale	£19-21,000pa (pro rata).
Location	South Worcestershire Shared Service Civic Centre Queen Elizabeth Drive Pershore WR10 1PT
Annual Leave	20 days per annum (pro rata)

Please note that the *employment* of this post is not with a Local Authority and as such any applicant currently part of the Local Government Pension Scheme will not be able to continue to remain a part of this scheme. A competitive pension scheme with VisitWorcester does exist.

Job Purpose

The Administrator will be responsible for carrying out all day-to-day activities necessary for the efficient and effective collection of the BID levy. This is to be done whilst undertaking and evidencing appropriate checks and responding to queries in accordance with the relevant legislation and requirements of the service.

Duties and Responsibilities

- To identify and process the correct liability for each BID hereditament, checking and issuing appropriate bills, forms and notices.
- To agree and set up payment arrangements, amendments, cancellations, special payment arrangements and action refunds as appropriate.
- To identify accounts requiring recovery action, making and monitoring arrangements with debtors and to take such action as appropriate in the case of non-payment.
- To ensure a full working knowledge of relevant BID legislation and IT applications to enable the efficient carrying out of the duties attached to the post.
- To answer and deal with telephone, written or face to face enquiries from BID staff and to a lesser extent levy paying businesses, providing explanations and clarification of decisions and actions taken and general advice and guidance relating to legislation, policy and procedures.
- To keep and maintain appropriate records and statistics, review exception reports and ensure appropriate action is taken.

- To assist with the preparation of cases for court, providing support at such hearings as appropriate.
- To assist with the development and implementation of new working methods and systems.
- To decide and implement suitable action after a Liability Order has been granted, up to and including referring appropriate case to bailiffs and issuing committal warning letters or pre bankruptcy letters.
- To carry out calculations arising from valuation list and premises changes and support the maintenance, control and reconciliation of the valuation list for all business and domestic properties.
- To calculate and monitor new and existing discounted BID levy payments which have arisen through rate relief and / or (re)location within a managed shopping centre.

Other

- To comply with all health and safety legislation and to pursue duties in a safe manner with due regard to the health and safety of others.
- To assist in performing the system administration duties for the relevant computer systems
- To assist in the year end/annual updating process, including compiling timetables and installation of software releases ensuring that time sensitive tasks are completed by the deadlines.
- To assist with the maintenance and the control of periodic and adhoc reports required by the BID Manager, to include providing them with specific reports using the systems' reporting tool.
- To carry out other duties as directed by the SWRBSS Manager from time to time commensurate with the grading of the post but not to the detriment of the work of the BID.

NOTES:

All references above to Shared Services relate to South Worcestershire Revenues and Benefits Shared Services

Duties will inevitably develop and change as the work of the BID / Shared Service changes to meet the needs of the customers. Employees should therefore expect periodic variations to job descriptions, and VisitWorcester retain this right. This job description will be supplemented on a regular basis by individual objectives.