

Position Description



Position Title	Revenue Officer (Rates)
Department	Finance
Reports to	Financial Accountant
Grade	8
Date reviewed	March 2022

Primary Purpose






Support the delivery of effective and efficient levying and collection services to Council's stakeholders.

The incumbent will contribute to Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

Key Accountabilities

- Levying of Rates, Annual Charges and User Fees on behalf of Council, including preparation of forecasting
- Maintain and reconcile an accurate rating system , valuation register and property system
- Support the accurate maintenance and reconciliation of the Water Billing System.
- Prepare compliance and statutory returns for auditing and submission to the Office of Local Government including pensioner rebates
- Assist in provision of information from the Water Billing System for preparation of Reports
- Monitor outstanding Rates, Annual Charges and User Fees for prompt collection and commence legal recovery action as required by Council's debt recovery policies
- Assist in preparation of reports for submission to Council, which include policy matters and subjects of a legal nature
- Advise senior managers regarding interpretation and impact of rating legislation and general rating matters
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions

The employee is required to undertake any other duties, projects or tasks as directed by the Manager Finance, which are within his/her skills, competence and training.

Position Capabilities		
Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Adept
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Adept
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Intermediate
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Intermediate
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Foundational

Essential Criteria

1. Certificate III qualification or above, in Business Administration, Finance or a related discipline with 4 years demonstrated contemporary experience in a similar role; or substantial contemporary experience in a similar role to support contemporary knowledge
2. Specialist knowledge in rating principles and revenue collection
3. Demonstrated ability to interpret legislative and administrative requirements pertaining to Ethical Conduct, Privacy, EEO, WHS and Risk Management and the ability to apply principles
4. Demonstrated experience in Customer service coupled with high level problem solving skills
5. Demonstrated knowledge of Local Government legislation
6. Proven ability to communicate clearly in both verbal and written context with strong report writing skills
7. Proven ability to develop and maintain internal and external stakeholder relationships to achieve outcomes that contribute to the achievement of the organisation's strategic goals
8. Current Class C drivers licence.

Desirable Criteria

1. NSW Rating Professional Training
2. Local Government experience

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date