

POSITION DESCRIPTION



POSITION TITLE: FINANCE OFFICER - REVENUE
DEPARTMENT: Corporate Services
REPORTS TO: Executive Manager Corporate Services
DATE CLASSIFIED: 1 May 2018

POSITION SUMMARY

To manage the Rates Section including the operational accountabilities of levying, collection and accounting of all rates and charges levied by Council and the completion and submission of all statutory returns and/or reports relevant to the rating function.

Provide communication flow to all internal & external departments of Council.
Provide friendly, prompt, efficient & accurate service to all internal & external customers.

The major role is to provide quality service, which has a considerable impact on the relationship between Council and the community.

NOTE: The skills, qualifications and experience in this position description reflect Council's perception of the needs of a totally competent incumbent and as such are indicative only. The real focus is on a person's competence to perform the inherent functions of the position as detailed in the Key Tasks and Responsibilities section.

Due to market forces and/or organisational needs, recruitment may be targeted at a level below this and a training plan implemented for the successful applicant.

PRIMARY DUTIES AND RESPONSIBILITIES (Shall include but not be limited to)

- Maintain and ensure the integrity of Councils rates database in accordance with the Local Government Act 1993
- Maximise Councils cash flow by undertaking debt recovery processes on a regular basis
- Support the financial services function of Council
- Support the property information services function of Council.
- Help project and promote the image of Council as being both efficient and courteous by attending to both telephone and counter enquiries, answering correspondence and generally serving and assisting the public in rating matters.
- Issue all rate notices in accordance with the Local Government Act.
- Issue of supplementary rates on a monthly basis
- Maintain the rates database and ensure that the valuations are reconciled to the Valuer Generals records on a monthly basis.
- Balance the rates register to the general ledger on a monthly basis
- Issue Sec 603 notices within 48 hours of receipt of application
- Preparation of the Pensioners Estimates return to the Department of Local Government. The return must be supplied to Councils auditors within a reasonable timeframe to enable sign off prior to the due date.
- Preparation of the Rating Compliance, Notional Yield return to the Department of Local Government due November annually. The November return must be provided to Councils auditors within a reasonable time to enable sign off prior to the due date.
- Prepare and submit reports to Council as required.

- Provide assistance to the general public and the Valuers in regards to the provision of rating information.
- Ensure that Councils property system and the rates database are working in unison.
- Maintain pensioner details and apply relevant adjustments where applicable. Seek confirmation advice from Centrelink for all new applicants within one month of receipt of claim.
- Verify the sales transactions and change of property ownership details as and when required
- Regularly follow-up with the Valuer General as regards to the status of outstanding property splits.
- Undertake assessment of properties that may require re-classification in accordance with the Local Government Act.
- Annually obtain pensioner verification details from Centrelink.
- Support and train staff in rating processes to enable a higher level of customer service to be provided.
- Development and ongoing updating of a rating procedures manual for Council.
- Liaison with external providers of services to Councils rating functions, namely Australia Post, Security Mailing and debt recovery agents.
- Undertake debt recovery on behalf of Council, negotiate arrangements to pay and recommend referral to debt recovery agents as and when required.
- Processing of postponed rates and write-off adjustments in accordance with the Local Government Act
- Preparation of the Councils revenue policy as it applies to rating and the Integrated Planning and Reporting Framework.
- Preparation of HCMT return and submit for payment to Accounts Payable
- Preparation of the Garbage Contractors returns for payment
- Ensure the recording of all new services is undertaken and appropriate charges are levied for the part portion of the financial year.
- Undertake sale of land for unpaid rates in accordance with the legislation
- Preparation of forward estimates in regards to rating for Councils annual budget process.
- Recommend changes in Councils Fees & Charges section of Councils Revenue Policy as and when required
- Liaise with Councils software suppliers in regards to enhancements required to the software.
- Actively participate in the relevant user groups and provide advice/ input back to senior management as regards to any impending changes to the rating legislation, or the outcome of any court cases that may affect Councils revenue raising capacity.
- Sign cheques on behalf of Council in the absence of the Manager Finance or Executive Manager Corporate Services
- Undertake the physical inspection of properties as and when required.
- Undertake other duties as directed by the Manager Finance or Executive Manager Corporate Services as and when directed.
- Maintain the property database as regards to subdivisions of land and creation of additional parcels as and when required.
- Actively participate in Workplace Reform process.
- Ensure Council's information and records are protected and managed in line with the principles and objectives of the Privacy and Personal Information Protection Act 1998 and the State Records Act.

GENERAL DUTIES

- Promote a positive and professional public and corporate image of Council as a courteous, responsive and efficient organisation.
- Respond to customer enquiries in a courteous and timely manner.
- An emphasis is placed on continuous improvement in regard to the timely and accurate provision of information to customers.
- Co-operate willingly and communicate effectively in a team environment.
- Support inter-departmental relationships across the Council to promote understanding and knowledge within the areas of responsibility.
- Comply with Council's Code of Conduct, ensuring honesty and ethical behaviour in all dealings.
- Implement Council's policies and decisions.
- Take ownership of issues that require input from more than one party and following the matter through to ensure a timely resolution.
- Ensure that skills and knowledge are maintained to provide the optimum level of customer service.
- Provide input into developing, implementing, maintaining and improving Council's finance service protocols and systems.

SAFETY

- Undertake duties with compliance to WHS Act, WorkCover Codes of Practice and Council's WHS Policies and Procedures.
- Worksite is managed to ensure the safety of the work team and public.
- Contributes to improvements in Council's risk management and WHS Policies and Procedures.
- Complete Incident Reports for all accidents or near misses in the workplace (the Act provides penalties for non-notification).
- Notify appropriate person of accidents involving injury immediately and complete Accident Report Form.
- Contribute to Worksite Hazard Identification and Risk Assessment.
- Potentially hazardous situations are rectified or reported to appropriate person immediately.
- Good work safety can only be achieved by genuine cooperation between employees and Council.

POSITION REQUIREMENTS

Essential

- Tertiary or TAFE qualifications in accounting/business and/or Local Government
- Excellent oral, written and interpersonal communication skills.
- Demonstrated knowledge of the Local Government Act and Regulations.
- Demonstrated knowledge of the Valuation of Land Act and how it applies to Council.
- Demonstrated ability to interpret legislation.
- Demonstrated ability to prioritise workloads and meet deadlines.
- Demonstrated competency in operating office equipment and utilising proprietary software systems.
- Knowledge of WHS, EEO and Risk management principals.
- Ability and willingness to contribute to, maintain and improve team performance
- Highly motivated and ability to work unsupervised with a commitment to customer service.
- Possess a current driver's license.

Desirable

- 3-5 years experience in local government rating (or equivalent)
- Sound knowledge of rating and property functions and of levying rates and charges
- Experience with the Civica Authority software system.
- Conversant with debt recovery proceedings

SALARY RANGE

The position is classified as Grade 6 within Council's salary system commencing at Level 1 \$1,091.90 through to Level 4 \$1,228.14.

ORGANISATIONAL RELATIONSHIPS

Within Department	Within Council	External to Council
Other Team members, Manager	Other staff Managers Executive Managers General Manager Elected Members	Customers Government Departments Community Organisations Solicitors, Auditors, Debt Recovery Agents, Software Vendors

Signed
Employee Date

Signed
Executive Manager Date
Corporate Services