



## Position Description

<b>Position Title</b>	Finance Officer – Rates & Revenue
<b>Directorate</b>	Corporate and Community Services
<b>Level</b>	4/5
<b>Reports to</b>	Coordinator Finance
<b>Directly responsible for</b>	Nil
<b>Primary Location</b>	Margaret River Administration Centre
<b>Delegation</b>	Nil
<b>Position No. &amp; version</b>	

### Position Overview

Support the Coordinator Finance with the administration and control of the Shire's rates and accounts receivable responsibilities.

### Position Responsibilities

<p><b>Rating and Revenue</b></p> <ul style="list-style-type: none"> <li>Respond to rate enquiries from external and internal customers in a professional, accurate and timely manner. Including, taking payments,</li> <li>providing balances, setting up payment plans, providing notices, etc.</li> <li>Electronic Advice of Sales- prepare order and requisition data for internal department responses and provide rating information within the required time frames to acting settlement agents.</li> <li>Processing daily Shire bank statement receipting.</li> <li>Debt recovery processing- review outstanding balances and follow debt recovery processes as per Shire policy. Including, following up on outstanding debts, liaising with ratepayers and Shire's debt recovery agency.</li> <li>Monitor excess rates and process rates refunds as required.</li> <li>Process property transfers, welcome letters and follow up on overdue property transfers.</li> <li>Assist with preparation of complete accurate statutory returns in a timely manner according to imposed deadlines.</li> <li>Assist with preparation and implementation of recovery procedures as per Council Policy.</li> <li>To continually review procedures and processes to improve and enhance Council's rating functions.</li> </ul>	<p><b>55%</b></p>
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**Records, property database and media**

- Ensure accurate and timely record management of all correspondence and documents.
- Ensure all requests for information comply with FOI requirements and Shire policies.
- Update Change of Name/Address notifications.
- Ensure all requests for Owner information comply with the Local Government Act.
- Responsible for data integrity and management of Shire Rates database.
- Complete and lodge building and improvement completions with Landgate.
- Manage and maintain rates master list.
- Administer Street Numbering of all Rural, Special Rural and Residential properties in the Shire.
- Liaise with Landgate regarding all queries received to ensure accurate maintenance of Council's property database.
- Rates notice production, lodgement and approval via Shire's distribution contractor.
- Assist Media with production of yearly Rates brochure.
- Updating AMR Shire Revenue website pages.

**Rating**

- Levy rates in accordance with the Local Government Act statutory legislation and Shire policy, including:
  - Pro rata waste collection and rural tip passes
  - Differential rating (tourism)
  - UV Tiered (UV1, UV2 and UV3)
  - UV and GRV Schedule
  - Mining tenements
- Assist with modelling the rate in the dollars for the differential rating.
- Levy and collect Emergency Services Levy in accordance with statutory legislation.
- Issue rate notices, instalment notices, interim rating and final notices as per Council Policy.

**10%**

**Pensioners**

- Assess and apply Pensioner Rebate applications in accordance with Revenue WA regulations.
- Process and lodge Pensioner Claim with Revenue WA regulations.
- Correcting Pensioner rejections.
- Assist with Annual Deferred Certificate and Claim File for submission to Revenue WA.

**10%**



## Other

- Elections
  - Assess and check Electoral Enrolment Eligibility Claim Forms.
  - Enter voter information into the property database and maintain existing records.
  - Liaise with the PA of the Chief Executive Officer to approve or decline ability to vote in Local Government Elections.
  - Prepare Electoral Roll data in accordance with statutory requirements and send to the WA Electoral Commission.
  - Assist WA Electoral Commission by providing replacement voting packages.
  - Provide assistance to the Returning Officer on Local Government Election Day, issue voting packages and review property database.
- General ledger
  - Run all rates reports for end of month.
  - Prepare monthly reconciliation of revenue and rates general ledger accounts in accordance with the reconciliation control schedule and Local Government Act.
  - Assist with and provide required information to auditors for annual financial and other audits
- Team
  - Assist Finance Officers when required.
  - Assist Account Receivable -Debtors Officer when required.
  - Ability to assess the work health and safety requirements of the duties undertaken.

## Position Requirements

### Essential

- Demonstrated experience in undertaking financial activities or equivalent qualification or study towards Cert IV Finance.
- Demonstrated experience in providing customer service of a technical nature.
- Proven experience in applying policies and procedures or legislation.
- High level of IT competency (Word, Excel & Outlook) data entry, reporting, financial applications and spreadsheets.
- Proven ability to resolve problems with limited assistance and promote continuous improvement.
- Proven ability to maintain a high level of confidentiality.
- High level of verbal and written communication skills.
- Demonstrated experience in reconciliation of subsidiary systems to general ledger accounts.
- Excellent interpersonal skills and ability to contribute and interrelate effectively within a team.
- Proven ability to undertake financial transactions with attention to detail, speed and



accuracy.

**Desirable**

- Demonstrated experience in undertaking revenue or rating services in accordance with legislative requirements or equivalent Diploma qualification in Finance.
- Working knowledge of the Rates and Charges (Rebates and Deferments) Act 1992.
- Demonstrated experience in operating and maintaining rating application systems.
- Experience in managing debt recovery processes.
- Application of sound technical knowledge in resolving customer queries with limited assistance.
- Ability to identify and recommend quality work and service systems
- Ability to mentor staff on-the-job

**Key Relationships**

Internal	External
Council CEO Directors All Shire Staff	Ratepayers and Residents Public authorities, Statutory and funding bodies Government agencies and other local governments Consultants & other professionals (e.g. real estate and settlement agents)

**The Way We Do Things**

Respect



Integrity



Community



Excellence



**Acknowledgement**

Reporting Officer Name	Signature	Date
Name	Signature	Date