



## Position Description

<b>Job Title</b>	Revenue and Finance Officer
<b>Division</b>	Corporate and Community Services
<b>Position Number/Status</b>	CCS 005 Permanent Full time 70hr / fortnight.
<b>Reports To</b>	Finance Manager
<b>Grade</b>	G9/10 Indicative Salary Range
<b>Date revised</b>	30/10/12

## Position Summary

Coonamble Shire is committed to providing quality customer services to ratepayers, clients and staff within the organisation. Excellence and professionalism, which places customers first, in both external and internal dealings, are key elements in ensuring that people are dealt with in the right way and receive the assistance that they need. This role exists to provide a broad range of financial accounting services to Council and its finance team.

## Objective

Ensure the provision of professional accounting and administration services and assistance to the Finance Manager and the Director of Corporate and Community Services, in order to meet Local Government financial accounting obligations.

This includes managing rates and debt recovery services, assistance with budgets, forecasts, debtors, governance, asset accounting, transaction processing and the timely preparation of reports and advice. Provide supervision of Customer Service & Administration Officers to ensure a high level of customer service to both the public and internal customers.

Key Accountabilities	Performance Indicators
<p>Under general direction, responsible for</p> <ul style="list-style-type: none"> <li>• Manage all aspects of Council's property and rates services while ensuring compliance with statutory, audit and policy requirements, including statement of compliance.</li> <li>• Maintenance and administration of water accounts, meters and billing processes.</li> <li>• Perform debt recovery operations including generating and issuing reminder notices for accounts receivable.</li> <li>• Administer and control the collection of debts, including legal proceedings and sale of overdue land for overdue rates.</li> <li>• Accounting operations which may include debtors, creditors, cash control, grant funding, coding, cost allocation, journals and general ledger maintenance</li> <li>• Assist with Special Rate variations and setting rates, fees &amp; charges.</li> <li>• Supervision of front line customer service staff</li> <li>• Assist with training of staff in Council on account enquiries</li> <li>• Ensure that all critical processes and procedures are documented</li> <li>• Contribution to the preparation of annual statements of accounts</li> <li>• Assistance with the preparation of annual estimates, Council's Management Plan and any other reports as requested.</li> <li>• Accurate maintenance of Valuation/Property database</li> <li>• Assistance with preparation of quarterly reviews of performance against budget and financial performance reporting to managers including rates / water levy forecasting,</li> </ul>	

<p>modeling, reversal of internal charges and other end of year processes.</p> <ul style="list-style-type: none"> <li>• Ensuring that accounting transactions and records are in accordance with the Local Government Act and Financial Regulations.</li> <li>• Review of Chart of Accounts and Cost Allocations where required</li> <li>• Assisting with any GST or other taxation obligations or issues surrounding Council's revenue streams</li> <li>• Any other duties as directed by Finance Manager.</li> </ul>	
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<b>Core Capabilities &amp; Selection Criteria</b>
<p>Ability to manage the 'technical aspects of the position as outlined in the key accountabilities for this position and technical requirements.</p> <p>Ability to think strategically and with common sense.</p> <p>Ability to achieve results with a businesslike approach.</p> <p>Ability to develop productive working and interpersonal relationships, including team, negotiation and conflict handling skills.</p> <p>Demonstrated drive and integrity</p> <p>Ability to communicate effectively (Oral and written skill)</p> <p>A sound knowledge of the need to work safely, including WH&amp;S and good environmental awareness</p> <p>Cultural awareness and sensitivity towards equity and diversity.</p>

<b>Technical Requirements</b>	<b>Personal Attributes</b>
<p><b>Essential Requirements</b></p> <p>HSC or equivalent</p> <p>Demonstrated experience in finance, rates, banking sector or similar role (3-5years)</p> <p>Tertiary qualifications in accounting, finance or related discipline</p> <p>Experience with interpretation of legislation and regulations.</p>	<p><b>Essential Requirements</b></p> <p>Australian resident or equivalent or holding a visa allowing employment in Australia</p> <p>Sufficiently fit to carry out any safety drill or rescue duty that may arise</p> <p>Ability to adapt to change</p> <p>Excellent interpersonal and team skills</p>

<p>Advanced keyboarding and data entry skills</p> <p>Highly developed organisational and time management skills</p> <p>Demonstrated experience with debt recovery processes and procedures</p> <p>Demonstrated ability to use MS Software programs with advanced knowledge of Excel</p> <p>Demonstrated experience with financial accounting software</p> <p>High level of written and oral communication skills</p> <p>Class C Drivers Licence</p> <p><b>Desirable Requirements</b></p> <p>Experience in Local Government property rating, land valuation and transfer processes</p> <p>Staff supervision experience or managing work teams</p> <p>Ability to work in an autonomous manner and apply initiative, as well as an effective team member</p> <p>Previous experience or knowledge of working in Local Government</p> <p>Completion of relevant training courses and Certificates</p>	<p>Pass security and financial background checks</p> <p>Excellent attention to detail</p> <p><b>Desirable Requirements</b></p>
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<p><b>Organisational Relationships and Delegations</b></p>
<p>Corporate &amp; Community Services</p> <p>All Council Departments</p> <p>Delegations: as advised</p>

I acknowledge and understand the requirements of the role as contained within this Position Description.

**Signed:** .....

**Name:** .....

**Date:** .....