

Position Description

Revenue Coordinator

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: September 2017

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

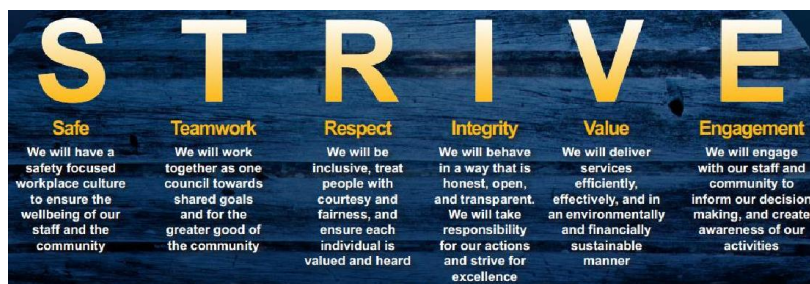
Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 14 - Entry to Step 4
Status of position:	Permanent
Hours of work per week:	35

Organisational relationships

Directorate:	Corporate and Governance
Section:	Finance and Supply
Team:	Revenue
Work base:	Grafton
Position responsible to:	Manager Finance and Supply
Level of support and supervision:	Low
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Responsible for Revenue employees
Internal contacts:	Most Council Sections. Some contact with Councillors at Committee level
External contacts:	Contact with public and organisations. High level contact with ratepayers

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Physical requirements of the position

Prolonged periods of sitting

Frequent use of computer keyboard

Purpose of the position

Coordinate the timely annual issue of Council's rates and water assessments and all subsequent reminder notices, the collection of the resulting income and ensure the accuracy of all rating information held on Council's master file.

Provide Council and its senior staff with quality rating information and advice that allows for the formulation of Council's annual Operational Plan and Revenue Policy, in particular, Council's Rating Policies.

Ensure that the Revenue team functions efficiently and provides a high level of service to management, community and staff.

Major duties and responsibilities

Coordinate the issue of Council's Annual/Quarterly Rates and Water Billing Notices.

Coordinate the rate and sundry debtor recovery procedures to ensure maximisation of rates, water, debtors and annual charges collections.

Maintain user-pay water system, arrange for water meter readings and issue user pay water accounts.

Major duties and responsibilities

Oversee the timely issue and collection of various sundry debtor accounts, ensure adequate controls are in place and the follow up procedures are effective and carried out in a timely manner.

Prepare and issue of supplementary Rate Notices.

Assist with the preparation of Council's annual Revenue Policy including schedule of fees and charges.

Assist with the completion of the Annual Financial Statements including special schedules.

Prepare Revenue reports for the Council business paper and items as required for other Council meetings.

Provide timely and accurate reports and statistical returns on all aspects of Revenue functions, including monthly output measures for each position within the Revenue Section.

Ensure controls are in place for the processing of valuation and description amendments from the Valuer General's Department and property description amendments as advised from Council's Planning Section.

Ensure controls are in place for the timely and accurate processing of Sales Notices of Transfer.

Assist with the development of Rates, Water and annual charges financial models.

Ensure controls are in place for the accurate processing of all land and strata subdivisions/consolidations and ensure valuation details are provided by the Valuer General's Department.

Reconcile valuation controls in accordance with amendments provided by the Valuer Generals Department, including revaluations, Permissive Occupancies and Licences.

Develop Rating structure options for management and Council to consider when property revaluations occur.

Sign off on the accuracy and currency of information held on Council's Property Information File.

Ensure all correspondence for the Revenue Section is answered promptly and that all correspondence/replies are appropriately filed within Council's Records Management System.

Assess all applications for non-rateability.

Oversee the accurate issuing of all Section 603 Certificates.

Ensure the eligibility of pensioners for rate rebates is properly assessed and that all associated controls are properly applied and ensure the timely submission to the Office of Local Government of rate rebate subsidy claims.

Ensure rates controls are reconciled monthly and at year end to allow preparation of annual financial statements.

Liaise with other Sections of Council as is necessary to ensure the effective operation of the Section.

Monitor Revenue Section budget to achieve cost effective results.

Annually review and coordinate the process of properties identified for sale of unpaid rates.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Tertiary qualifications in Accounting, Commerce, Economics or related discipline; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated experience in the management and supervision of staff

Demonstrated experience in local government rating

Demonstrated experience in the development and maintenance of computerised property and rating systems

Demonstrated experience and well developed understanding of debt recovery procedures

Position related skills

Sound computer literacy, including Basic to Intermediate proficiency in Microsoft Excel and Basic proficiency in Microsoft Word

Demonstrated well developed verbal and interpersonal communication skills

Demonstrated ability to interpret and implement legislative requirements of the position

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Experience

Demonstrated experience in Rate modelling

Demonstrated understanding of process analysis and implementation of a continuous improvement framework

Position related skills

Demonstrated ability to write complex non standard reports to management

Advanced software and information technology skills

Other features of this position may include

Attendance at Council meetings as required.

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date
Employee

Signed: Date
Manager Human Resources
