

Position description

Senior Revenue Officer

Division:	Corporate Services
Department:	Finance
Reports to:	Team Leader – Rating Services
Number of direct reports:	Nil
Location:	Yalawanyi Ganya, 2 Biripi Way Taree
Grade:	8
Employment status:	Permanent Full-time
Hours of work:	35
Date approved:	26 March 2024

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

Reporting to the Team Leader – Rating Services, the Senior Revenue Officer will support and contribute to the achievement of outcomes in line with organisational and departmental strategies, objectives, vision and values.

The position is primarily responsible for providing day-to-day support to the Team Leader – Rating Services. This may include a focus on ensuring that customer requests are managed in accordance with corporate standards and timeframes, undertaking project work associated with aspects of the Business Transformation Program and general assistance to other members of the Rating Services Team.

Key Accountabilities & Duties

- Assist the Team Leader – Rating Services with day-to-day activities and functions to ensure that the responsibilities of the Rating Services Team are carried out efficiently and in accordance with legislation and adopted policy and procedures.
- Assist the Team Leader – Rating Services with the preparation of annual returns and claims including Notional Income and Catch-up (Excess) calculation, Pensioner Rebate reconciliation and subsidy claim.
- Assist Team Leader – Rating Services with the determination of rating categorisation for all parcels of land within the local government area in accordance with the provisions of the Local Government Act 1993.
- Assist with the management of customer requests by attending to and responding to customer correspondence and enquiries (irrespective of format or media) in a courteous and prompt manner in accordance with corporate standards and timeframes.
- Assist Team Leader – Rating Services with documenting and/or reviewing rating and revenue policies and processes, identifying and implementing improvement opportunities following appropriate approval processes.
- Assist Team Leader – Rating Services with the preparation and provision of monthly performance and status reports for management on the activities of the rating services area.
- Assist the Team Leader – Rating Services with the issue of Council's Annual / Quarterly Rates Notices / Instalment Notices.
- Assist Team Leader – Rating Services with the assessment of applications for Postponed Rates, including inspection of properties and creation of adjustments for approval.
- Assist Team Leader – Rating Services in providing data, information and workpapers to Council's Auditors on matters related to the functions of the Revenue area.
- Raise, amend or abandon rates, annual charges and extra charges where appropriately notified and authorised. Complete journal entries in a timely and accurate manner ensuring that correct charges are levied and that appropriate coding occurs to ensure that future accounts are correct.
- Assist all Revenue staff as required to ensure the section functions efficiently and provides a high level of service to the community, management, other staff and other customers.
- Remain abreast of changes to the legislative framework and provide specialist advice on the impact of such changes on Council's operations.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Selection Criteria

1. Minimum TAFE Certificate IV in Accounting / Finance or equivalent with a preference for Diploma level qualifications.





2. Relevant demonstrated experience in the processing / recording / reconciliation of financial and property transactions in an accounting / finance based environment.
3. Demonstrated experience in the interpretation of documentation such as legislation, regulations or standards relevant to the role being undertaken.
4. Demonstrated customer service approach, with a history of proven delivery of high levels of customer service to internal and external customers.
5. Demonstrated experience in Microsoft Office products (particularly Microsoft Excel) and recognised accounting software packages with a preference for Technology One systems with the ability to quickly become competent in the use of new systems / programs.
6. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
7. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
8. Current Class C Drivers Licence

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee Name:

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a criminal record check required for this position?

Yes ☒ No ☐