



Position Description

Role:	Finance Officer - Rates
Department/Section:	Corporate Services/Finance
Reports to:	Finance Officer - Revenue
Responsible for:	Nil

WORKING AT MOSMAN COUNCIL

Members of the Mosman Council staff team are expected to be:

- Ethical
- Excellent communicators
- Committed to customer service
- Technically and professionally competent, with a pride in keeping their knowledge current
- Focussed on solutions
- Team players

MAIN PURPOSE

The position is responsible for undertaking rating functions, including processing of data, correspondence, maintenance of registers, assisting Council's customers with rate enquiries and general administrative assistance to the Finance Officer – Revenue and Revenue Accountant. This position works as part of a team and needs a high level of interpersonal and communication skills.

KEY RESPONSIBILITIES

- Processing change of mailing addresses for all properties
- Processing transfers of land and ensuring rates database is up-to-date, including preparation of new owner letters and liaising with relevant Officer regarding companion animals register
- Maintenance of Name and Address register in the Authority database
- Processing of all adjustments of waste services
- Processing of all journal adjustments to rate accounts
- Researching and correcting any rate payments incorrectly allocated
- Process refunds for overpayment of rates
- Checking and signing of Section 603 certificates and maintaining associated records
- Journal processing and follow up of dishonoured payments
- Maintenance and processing of Council's direct debits for payment of rates and sundry debtors
- Redirection of returned mail to Council including following up with Sydney Water as to a correct forwarding address
- Processing direct debts and associated duties
- Provide courteous, friendly and efficient customer service both over the counter and over the telephone
- Promptly and accurately register incoming correspondence and information that requires an action or represents official business into Council's electronic Corporate Information Management System (ECM) in accordance with approved protocols and standards
- Ensure all work is carried out in accordance with legislative, industrial and Council policy requirements and standards in the area of Equal Employment Opportunity
- Act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions and comply with our Code of Conduct and Prevention of Fraud and Corrupt Conduct Policy
- Other duties may be allocated by the Supervisor or Chief Financial Officer as required

WORK HEALTH AND SAFETY RESPONSIBILITIES

As an employee of Mosman Council you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the *WHS Act*)
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers
- Participate in training, emergency response rehearsals and reviews
- Keep the workplace safe, clean and tidy
- Cooperate with safe work method statements, standard operating procedures and controls
- Report all incidents, near misses and injuries
- Report hazards
- Undertake rehabilitation and return to work program requirements, where required
- Wear and maintain provided Personal Protective Equipment (PPE)
- Cooperate with Site Safety Rules
- Actively participate in any other safety activities

SKILLS AND COMPETENCIES - Selection Criteria

Essential:

- Minimum 2 years' experience in Accounting
- An ability to manage time effectively to achieve deadlines
- A demonstrated analytical, methodical and organised approach to work
- A demonstrated commitment to quality customer service and continuous improvement strategies
- Computer proficiency with Windows and Microsoft 365 applications
- Ability to record and maintain accurate information within all of Council's operating systems and in accordance with organisational procedures and protocols
- Understanding of WHS issues in the workplace and EEO principles
- Valid COVID-19 vaccination certificate

Desirable:

- Qualifications in Accounting or relevant discipline
- Knowledge of the Authority software
- Experience in Local Government Rating and Finance

Conditions of Employment

Mosman Council operates under the *Local Government (State) Award 2020*.

Hours:	140 hours over a 4 week period across a 7 day spread of hours
Status:	Full-time
Experience:	Minimum 2 years' experience in Accounting
Commencing Salary / Range:	Group E Council Salary System plus Superannuation Band 2, Level 2 to Band 3, Level 1
Position Approved By:	Director Corporate Services
Approved Date:	July 2022

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed).....

Employee's Signature Date.....