



# Recruitment Selection Criteria

## Debtors Officer

<b>Position Title</b>	Debtors Officer
<b>Section</b>	Financial Services
<b>Division</b>	Corporate Performance
<b>Grade</b>	Seven (7)

### Essential requirements

1. Recent experience in a computerised debtor system
2. Experience in debt recovery
3. Ability to work under pressure and meet strict deadlines
4. Proven ability to work both individually and as part of a team
5. Well-developed oral and written communication skills
6. Excellent data entry skills and keyboard skills
7. Attention to detail and accuracy
8. Demonstrated commitment to the provision of excellent customer service
9. Have a working understanding of internal controls

### Desirable requirements

1. Experience using Authority financial system
2. Intermediate level in Word/Excel
3. Knowledge of water billing system

### Our Values

**Communication | Accountability | Professionalism | Integrity | Teamwork**

In your role at Council, you are expected to demonstrate our Values at all times. Your position description details the behaviours expected of you in your role.