



Living our corporate values ...

Community
Focused

Show
Integrity

Encourage
Innovation

Be Caring &
Respectful

Commitment
to Safety

Value
Teamwork

... to deliver progress and value to our community

Revenue Accountant

PD Version – August 2019

Next Review – August 2022

Position Details

POSITION NO:	500 053
DEPARTMENT:	Technology & Corporate Services, Finance
POSITION LOCATION:	Parkes
EMPLOYMENT STATUS:	Permanent Full Time
REPORTING TO:	Chief Financial Officer
NO. OF DIRECT REPORTS:	2
BAND/LEVEL:	Professional/ Specialist Band Level 3
SALARY SYSTEM GRADING:	Grade 16-18 (grade dependent upon skills & qualifications)
ALLOWANCES	Nil

Purpose of the Position

To manage financial planning, compliance, analysis and reporting activities in relation to property, rates, water, debt recovery and grants.

Key Position Responsibilities

- Manage all aspects of Council's property, rates, water and debt recovery services
- Accounting and reporting of grants revenue
- Ensure team delivers highest possible customer service to ratepayers, internal customers and other stakeholders
- Administer software module implementation regarding property, rates and customer service
- Manage and mentor rating and customer service staff
- Assist the Management Accountant with the timely preparation of revenue budgets and forecasts
- Assists the Financial Accountant with the preparation of the Annual Financial Statements

Duties & Functions

- Manage the annual levy and rates, water billing and debtor's recovery and debt collection functions



- Manage all aspects of Council's property and rates services, levying rates and charges and reconciling the Rates Book with land Value Report and Valuer General's Report
- Develop, maintain and control Council's Property and Rating System
- Oversee the sale of land for overdue rates
- Coordinate hardship applications to ensure timely processing
- Coordinate with Grants Officers on grant reporting and invoicing, recognition of grants income and statutory returns
- Ensures the monthly reconciliation of the revenue systems comprising debtors, rates, charges and grants
- Manage the operations of Customer Service, Rates and Water functions to ensure the highest possible level of customer service to rate payers and other customers, both public and internal
- Supervise, monitor and provide guidance to the Rates Officer and Water Officer to ensure all work is completed to standard and within specified timeframes
- System administrator for Property & Rating, ECR, CRM Modules and implementations
- To undertake other duties as required by Parkes Shire Council, within the scope of the person's capabilities, knowledge and experience

Position Skill Descriptors – Grade 16 - 18

1. Planning at an operational level to coordinate a range of activities across a number of services consistent with the Delivery Plan.
2. Decisions will often be made without requiring further guidance from the next level of management.
3. Problems are complex and solutions require investigation, analysis and evaluation of information and will require application of technical expertise.
4. Lead discussions with small groups or address contentious matters through discussion and response to achieve settlement.
5. Write non-standard correspondence, reports and submissions that require original content, working and paragraph construction
6. Minimum level of qualification - Degree in Accounting
7. Minimum 5 years of practical experience
8. Leadership & organisational skills are required to supervise and control a major work section and is responsible for team building and development and achieving a range of goals and objectives
9. Responsible for the supervision and guidance of two employees
10. Responsible for input into budget implications across Council



Position Qualifications and Experience Requirements

Qualifications:

- Degree in Accounting.
- Current and maintained NSW Driver's Licence
- Working with Children Check

Experience:

- Minimum of 5 years work experience, preferably in a Local Government setting.

This training and other training required for this position is specified in the Position Learning Plan (PLP) for the role.

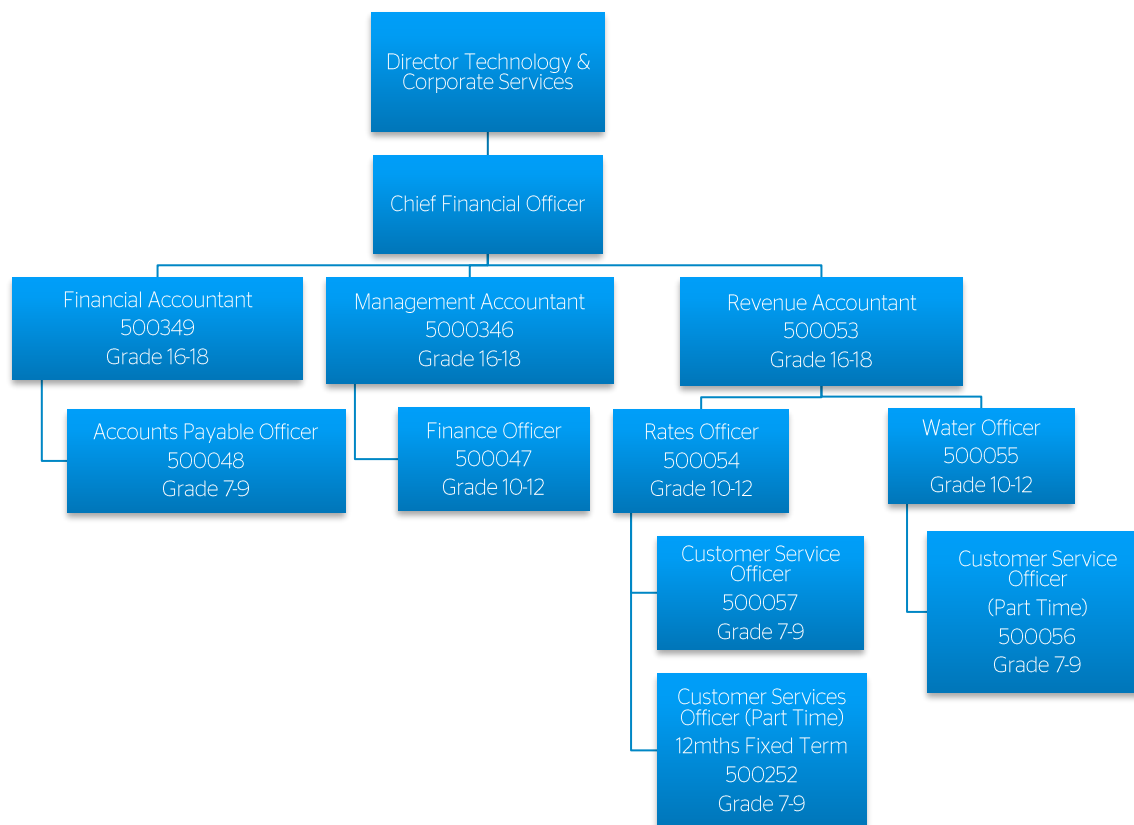


WHS Responsibilities

Table 3 Supervisors (with delegation)	
Are responsible for implementing, monitoring and reporting on WHS policies and procedures within their area of responsibility	
Responsibility	Performance Measure
1. To support the implementation of all WHS policies and procedures.	<ul style="list-style-type: none">• Lead staff meetings/site start-up meetings that focus on, or include a mandatory WHS component.• Ensure all workers (contractors and volunteers) affected by the work are included in WASP completion.• Contribute to the development SWMSs for high risk activities as required.• Provide on-the-job training as required.• Ensure all workers are inducted effectively for the type of work they are doing, particularly for high risk activities e.g. use of plant.• Carry out WHS improvement actions from WHS risk registers as delegated by relevant managers.• Lead by example and promote sound WHS practices at every opportunity.• Support workers in the notification of all incidents.• Investigate incident reports when required, ensuring corrective actions are undertaken and reported to the Manager.
2. Provide supervision for workers to ensure work activities are carried out in a safe manner.	<ul style="list-style-type: none">• Ensure <i>constant</i> supervision of volunteers and young people in the workplace is provided.• Monitor contractor activities daily.• Monitor remote worker activities (fatigue, vehicle, duress) daily.
3. Monitor the implementation of the WHSMS in your area.	<ul style="list-style-type: none">• Conduct a weekly review of the implementation of WASPs, SWMSs and high risk work permits e.g. confined space entry permit, and report.• Complete five work site inspections each week and report.• Conduct weekly project site inspections on construction projects and report.• Ensure all plant and equipment are regularly inspected and kept clean and in good working order at all times.• Review SWMSs with all staff as per the documented review date or after an incident or significant change in the workplace.• Participate in the annual WHS risk register review for your work area.



Organisational Relationships



Position Delegations

This position has the following **Internal** delegations:

- Work Health and Safety.
- Purchase Requisitions and Receipting



Physical Requirements

Neck Movement (looking up, down, sideways)	4	Dust (expose airborne material ie. Dust)	1
Reaching (above shoulder height, forward/side extended)	2	Gas / Fumes (Working with gases or fumes)	1
Hand/Arm Movements (stacking, reaching, mopping, tool use)	2	Liquids (Tasks involve working with liquids which may cause skin irritations if contact is made with the skin)	1
Bending/Twisting (forward/ backward bending or twisting at waist)	2	Noise (Tasks involve exposure to high noise environments, and hearing protection is required to be worn)	1
Kneeling/Squatting	1	Lighting (Tasks involve working in dark or visually-poor environments)	1
Leg Movements (operate machinery)	1	Temperature (Task involve working in extremes of temperature - hot or cold)	1
Standing (upright without moving)	2	Confined Space (confined spaces work)	1
Driving (operate any mobile plant)	2	Radiation (Tasks involve magnetic or radiation sources)	1
Walking (even surfaces)	1	Hazardous Substances (Tasks involve working with hazardous substances)	1
Walking (uneven surfaces)	1	Meeting Deadlines	4
Walking (walking while manual handling object)	1	Conflict Resolution	3
Walking (up or down steep slopes)	1	Sitting for extended periods	4
Climbing (in and out of plant/car)	1	Dealing with people	4
Climbing (stairs, ladders, scaffolding)	2	Underground Work	1
Manual Handling (Tasks involve manual handling of objects - lifting, lowering, carrying, pushing, pulling, restraining)	2	Personal Protective Equipment	1
Sight (Use of sight as an integral part of task performance eg. Dark, fine detail)	3	Manual Dexterity (Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing)	5
Sight (Ability to discriminate between colours)	2	Manual Dexterity (Gross motor hand use; Gripping, holding, clasping)	1
Hearing (Effective hearing ability as an integral part of task performance)	4	Task involves working in an awkward positions Eg:	1
Smell (use of smell senses as an integral part of task performance)	1	Cardiovascular Fitness level required for position	2
Balance	1		

Keys	
	General Demands
	Sensory Demands
	Environmental Factors
	Other Demands
	Manual Handling
	Cardiovascular Fitness

Measures				
#	Physical		Manual Handling	Cardiovascular Fitness
1	Not applicable	Not Relevant to this position		
2	Occasional	Task is performed for 0-33% of the day	Light	Low (sedentary)
3	Frequent	Task is performed for 34-66% of the day	Moderate	Medium
4	Constant	Task is performed for more than 66% of the shift		
5	Repetitive	Work cycle is repeated < 30 sec & performed for > 60min	Heavy	High (constantly on feet, repetitive physical work)



Revenue Accountant

The Position Description for this role should be reviewed and discussed with your Manager. Following the review, the PD should be signed, reflecting your understanding and acceptance of the role and responsibilities. The document should then be returned to the Human Resources Section.

Position Incumbent

Name: _____

Signature: _____

Date: _____

Supervisor

Name: _____

Signature: _____

Date: _____

Director

Name: _____

Signature: _____

Date: _____

This position description presents the major responsibilities required for this job title. Individual positions may require the performance of additional duties as assigned that are within the limits of the employee's skill, competence and training