



POSITION DESCRIPTION – RATES / FINANCE OFFICER

Position Title:	Rates / Finance Officer
Classification:	Level 4
Tenure:	Part time, permanent (0.63 FTE)
Award:	<i>Local Government Industry Award 2020 (State Industrial Agreement)</i>
Department/section:	Corporate Services

1. POSITION OBJECTIVES

The Rates / Finance Officer is responsible for performing all rating functions and tasks on behalf of the Shire, as well as general administrative assistance to the corporate services team.

2. KEY RESPONSIBILITY AREAS

2.1. Rates

- Interpret and advise on legislative requirements (Local Government Act 1995, State Agreements, Regulations etc) relating to rates and service charges;
- Maintain the Shire's property database, including:
 - Process change of address requests and other addressing changes such as rural and street number allocations;
 - Set up and monitor payment arrangements;
 - Process changes of ownership.
- Process pensioner rebate applications, rebate claims and rejections;
- Prepare and process rate journals including refund of overpaid rates;
- Assist ratepayers with their enquiries – written, verbal and in person in a timely manner;
- Respond to enquiries from settlement agents, including verification of building and planning applications and ensure outstanding rates on sold properties are collected in a timely manner;
- Attend to all rate enquiries & ensure rate records are accurate, updated and maintained;
- Perform monthly reconciliation of the rates database, including rates, valuation register and pensioner rebates;
- Ensure end of month processes and requirements are completed as per timelines;
- Provide information and reports in regard to the database to the other shire departments as required;
- Process rate modelling for budgeting purposes;
- Issue rates notices, instalment notices and final notices in accordance with the Local Government Act and Council Policies;
- Report building completion (BA7) of GRV areas to the Valuer Generals Office & supply plans as required;
- Process subdivisions, amalgamations and interim rates as required;
- Monitor & manage outstanding rates debtors in accordance with Council policy;
- Generate required compliance reports in a timely manner to government agencies including swimming pool inspections, DFES ESL reports and Concession Rebate data.

2.2. Finance / Administration

- Process direct deposited receipts;
- Process direct trade payable payments;
- Prepare bank reconciliations in a timely manner;
- Maintain minor assets register and reconcile on a regular basis;
- Maintain swimming pool register and coordinate inspections.

2.3. General

- Understand the implications of the Shire's Code of Conduct and comply with all requirements regarding standards of professional and personal behaviour including demonstrating the Shire's corporate values.
- Maintain the customer service standards we expect in accordance with the Shire's Customer Service Charter
- Create and retain accurate and complete records of business activities, in accordance with the Shire's Recordkeeping Plan.
- Support the principles of equity and diversity within the workplace to be respectful and inclusive.
- Adhere to Council policies, procedures, guidelines and standards.
- Be open and accountable in participating in all performance management processes.
- Participate in learning and development opportunities as agreed.
- Undertake any other duties, as reasonably assigned by the CEO or supervisor, within known competencies or with adequate instruction / training.

2.5 Work Health and Safety

Worker

- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and follow them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazard and incidents to their Supervisor/Manager.
- Participate in your return-to-work plans.

3. ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Corporate Services
Supervision of:	Nil
Internal Liaisons:	Chief Executive Officer Shire Employees
External Liaisons:	Guests and Visitors General Public / Ratepayers Landgate, Office of State Revenue, Water Corporation

4. EXTENT OF AUTHORITY

Works under direct supervision and performance outcomes are regularly monitored by the Manager Corporate Services within the Shire's established guidelines, procedures and policies of Council as well as statutory provision of the Local Government Act and other legislation.

No Delegations or Authorisations are applicable.

5. ACCEPTANCE AND SIGNATURES

I acknowledge and accept the requirements of the Rates/Finance Officer Position Description as part of the Condition of Employment, as highlighted above.

Manager/Supervisor: _____

Employee: _____

Date: _____ / _____ / 20____