POSITION DESCRIPTION – RATES & FINANCE OFFICER

Position Title:	Rates and Finance Officer
Classification:	Level 4
Tenure:	Full time, permanent (1 FTE)
Award:	*Local Government Industry Award 2020 (State Industrial Agreement)*
Department/section:	Corporate Services

1. POSITION OBJECTIVES

The Rates and Finance Officer is responsible for the accurate and compliant administration of the Shire's rating functions in accordance with the Local Government Act 1995 and associated legislation. Also provides accurate, timely and efficient financial and administrative services in accordance with the Shire's financial policies, procedures and internal controls.

2. KEY RESPONSIBILITY AREAS

2.1. Rates

- Interpret, apply and advise legislative requirements relating to rates and service charges, including Local Government Act 1995, State Agreements and Regulations
- Maintain the Shire's rating database, ensuring accuracy and integrity of records, including:
  - Processing change of address notifications and other addressing changes such as rural and street number allocations
  - Establishing and monitoring payment arrangements
  - Processing changes of ownership
- Process pensioner rebate applications, claims and rejections, in accordance with legislative requirements
- Prepare and process rate journals including but not limited to refund of overpaid rates
- Respond promptly and professionally to ratepayers enquires – either written, verbal or in person
- Respond to settlement agents enquiries, including verification of building and planning applications and ensure outstanding rates are recovered at settlement
- Perform monthly reconciliation of the rates database, including rates, valuation register and pensioner rebates
- Perform end of year rating processes, including reconciliations, upload of Landgate valuation rolls ensuring completion within required timeframes
- Provide accurate and timely rating information and reports from the rating database to internal staff as required
- Process rate modelling for budgeting purposes
- Issue rates notices, instalment notices and final notices in accordance with legislation and Council policy
- Report building completion (BA7) of GRV areas to the Valuer Generals Office and supply plans as required
- Process subdivisions, amalgamations and interim rates
- Monitor and recover outstanding rates debtors in accordance with Council Policy

- Generate and submit compliance reports to government agencies including swimming pool inspections, DFES ESL reports and Concession Rebate data, within deadlines

2.2. Finance / Administration

- Process direct deposited receipts and trade payable payments accurately and in a timely manner
- Prepare timely and accurate bank reconciliations and investigate discrepancies as required
- Maintain the swimming pool register and coordinate inspection requirements
- Maintain accurate accounts payable records
- Process creditors invoices, ensuring accuracy, correct coding, appropriate authorisation and supporting documents
- Reconcile creditor statements
- Ensure all payments are made in accordance with Council policies and procedures
- Prepare monthly List of Payment report, including purchasing cards transactions, for Council
- Raise and process debtors invoices, including rental and other charges ensuring accurate costings in accordance with policies and procedures
- Monitor and manage sundry debtor accounts, including follow-up and recovery of outstanding debts in accordance with Council policies and procedures
- Perform end of month reconciliations of sundry creditors and debtors
- Prepare remedial journals as required
- Maintain and reconcile the Attractive Assets Register monthly
- Provide support across other finance function as required
- Provide excellent external customer service in accordance with the Shire's Customer Service Charter
- Provide reception and customer service duties, when required (including but not limited to payment processing, animal registrations, rates enquiries and library services, Department of Transport transactions)
- Create and maintain accurate and complete records of business activities, in accordance with the Shire's Recordkeeping Plan

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
- 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 Chief Executive Officer or Manager Corporate Services, within known competencies or with adequate instruction / training

2.4. 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:	Shire Employees
External Liaisons:	General Public / Ratepayers
	Settlement Agents
	Landgate
	Office of State Revenue
	Water Corporation
	Accounts Payables / Accounts Receivables
	Other Local Governments / Government Departments

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 and Finance Officer Position Description as part of the Condition of Employment, as highlighted above.

Manager/Supervisor: _____

Employee: _____

Date: _____ / _____ / 20____