

POSITION DESCRIPTION

REVENUE OFFICER



Position Summary

The Revenue Officer plays an important role in the raising and collection of the income required to provide the broad range of services to our community.

The Revenue Officer is responsible for the timely and accurate processing of all accounts receivable debtors and will oversee the Council's Accounts Receivable system. The Revenue Officer is a team player and is involved in the timely and accurate processing of all rates transactions and supports the management of the rating system.

Our core values of Trust, Respect, Innovation and Collaboration represent who we are and what we expect of one another. To work for us, you must be committed to role modelling our core values.

Position Details

Title:	Revenue Officer		
Classification:	Band 4	Position Number:	
Category and status:	Permanent full time		
Reports to:	Revenue Coordinator		
Supervises:	NIL		
External relationships:	Debtors, Suppliers, Banks, Government Departments		
Date PD approved:	April 2022		

Position Key Responsibilities

Accounts Receivable	<ul style="list-style-type: none"> Process all debtor transactions from ledger postings, GST analysis to invoice and statement raising. Receipt payments received through various payment platforms to the appropriate ledger accounts. Reconcile debtor subsidiary ledgers to the general ledger at least monthly. Undertake debt recovery and debt remedial action on outstanding debtor accounts, including liaison with internal customers. Prepare debtor reports as required for management and auditors as required. Liaison with customers on queries.
Rates	<ul style="list-style-type: none"> Support the management of the rates database, including assisting with property address changes, transfer notices, valuation updates and supplementary valuations. Support the raising of rates notices (including instalment notices) from levy calculation to the posting of notices, including insertions. Assist with the reconciliation of the rates subsidiary ledgers to the general ledger at least monthly. This includes debtors and income. Undertake debt recovery and debt remedial action on outstanding rates accounts, including assisting customers with Rates policy issues. Support the management of the Fire Service Levy database. Process pensioner rebate claims. Assist with rating compliance returns to various government agencies. Prepare Land Information Certificates. Assist with the preparation of rates reports as required for management and auditors as required. Liaison with customers on queries.
Internal Charges	<ul style="list-style-type: none"> Raise chargeable works debtors.

Finance	<ul style="list-style-type: none"> • Perform monthly balance sheet reconciliations, including Debtors subsidiary ledgers and Bank Reconciliations. • Assist with year-end and budgeting processes. • Assist with finance project work. • Assist with Finance System Upgrade and Implementation. • Assist other Finance team members during peak periods. • When required, provide backup and support to other finance functions during periods of leave. • Backup the Revenue Coordinator during periods of leave.
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Position Organisational Responsibilities

Leadership	Not applicable.
Strategy and policy	Abide by the Council's strategies and policies. Contribute to policy review.
Budget	Contribute to the development of the rates and revenue components.
Internal Meetings	Position will be required to participate in regular team meetings.
External Collaboration	Position may, on occasion, be required to represent Council in a range of forums such as industry networks, government/agency workshops etc.
Risk Management	Identify and minimise risk to Council and ensure that all OH&S and risk management obligations are met.
Corporate Records	Position is responsible for the accurate and timely storage of Council records, relevant to the position, in Council's record management system.
Legislative Framework	Position is accountable for Council's obligations under the following legislation: NIL
Customer Service	Adhere to and promote the Customer Service Charter.
Council values/behaviours	Our core values of Trust, Respect, Innovation and Collaboration represent who we are and what we expect of one another. To work for us, you must be committed to role modelling our core values.
Emergency Management	Position will be required to assist in municipal emergencies as detailed in Council's Municipal Emergency Management Plan.

Position accountability, judgement, skills and qualifications

Accountability and extent of authority	The position is responsible for the accurate and timely processing of debtor and rates transactions.
Judgement and decision making	The objectives of the work are well defined. Guidance and advice will always be available from the Accountant or Chief Financial Officer. Position has authority to make recommendation on process improvements.
Specialist skills/knowledge	Position requires a sound knowledge of revenue processes particularly accounts receivable and rates functions. Sound, contemporary IT skills particularly with the Microsoft suite of products and enterprise financial systems are required. Good organisational and time management skills are essential.
Management skills	Position must be able to manage time, prioritise, organise and plan own work and work collectively on team goals.
Interpersonal skills	Good verbal communication skills are required to liaise with customers and convey financial information to non-finance staff. The ability to prepare routine reports and to develop procedures is required.
Qualifications/experience	Previous experience working in a revenue or finance related area is required.

Selection Criteria

Experience	Experience working in a revenue or other finance, related field is required. Local Government experience an advantage.
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Innovative approach	Sound, contemporary IT skills and the ability to embrace new ideas to drive improvement are required.
Interpersonal skills	The ability to work collectively towards a shared goal and exemplary interpersonal skills built on Trust and Respect are essential. Sound problem solving and time management skills.
Revenue systems	Experience in the maintenance of rates and account receivable software systems.
Qualifications	Qualifications in a relevant field would be an advantage but not essential.

Acceptance of Position Description		
Approved: Chief Executive Officer	Signature:	Date:
I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.		
Approved:	Signature:	Date:

Position Description: Revenue Officer
Altus ECM reference: 3.000344 - INT22/323C2B0D
Position Description developed: 4/2022
Position Description reviewed: 4/2022, 2/2024