

POSITION DESCRIPTION



Date: 23 October 2024

1. Position Identification

Title:	Finance Officer – Rates				
Position Number:	PE.RE.122	Level:	6	Agreement:	Shire of Exmouth Enterprise Agreement 2017
Department:	Corporate and Commercial Services				
Section:	Finance				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Manager Finance
No of Direct Reports:	Nil

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

This position is responsible for the provision of the rates function for the Shire of Exmouth in line with customer needs, corporate standards and legislative requirements.

To provide information to the public as and when required, liaising with other service areas of the Shire.

5. Key Objectives

To maintain accurate property records for the Shire of Exmouth for the generation and collection of property-based income (rates) for the Council.

Ensure that rates are correctly raised and follow-up outstanding rates in a timely manner.

To support other areas of finance as and when required.

6. Key Responsibilities

Rates and Property

Provide customer service in relation to property rates enquiries.

Administer and maintain the integrity of the Shires rate book and property database in accordance with relevant legislation, policies, processes and procedures. Including but not limited to:

- updating the Shires names and addresses database and mapping database.
- maintaining changes to property records including land parcels, change of ownership and valuations. liaising with the building and planning department to monitor and process changes to property use and status.
- maintaining eligible Pensioner/Senior records and claim Pensioner/Senior rebates. Follow up any rejections.

Process Account and Advice of Sale (Settlement information).

Perform rate modelling and billing.

Produce and issue rate notices (final, interim and instalment notices) and assist with supporting documentation.

Process financial adjustments such as interim rates and property sales.

Follow up overdue rate payments and coordinate third party debt recovery.

Perform end of month reconciliations.

Perform property end of year reconciliations and reporting – including ESL and deferred pensioners.

Elections

Assist the preparation of the Shire's Owner & Occupier Roll and other electoral functions.

Maintenance of the Owners and Occupiers Electoral Roll, assessing claims of eligibility, updating and removing names in accordance with the associated legislation and correspondence.

Other

Assist with Audit enquiries.

Assist and provide support to other team members including but not limited to payroll, accounts receivable and accounts payable.

Any other duties consistent with the level of this position.

7. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

8. Qualifications and Work Experience

Mandatory Requirements

- Valid Australian Work Rights.

Essential

- Developed numeracy and accounting skills.
- Well-developed written and verbal communication skills.
- Advanced customer service skills.
- Comprehensive computer literacy across a variety of programs, including working knowledge of Microsoft Office software.
- Ability to work in a fast-paced environment with attention to detail.
- Highly organized with the ability to prioritise and manage multiple tasks simultaneously.
- Ability to demonstrate and support the values of the Shire of Exmouth.

Desirable

- Previous experience in Local Government, in particular within the rates function.
- Knowledge of the Local Government Act 1995, Rates and Charges (Rebates and Deferments) Act 1992 and Local Government rating principles and practices.
- Experience in financial management processes and systems.
- Qualification in relevant discipline such as business administration or bookkeeping or demonstrated experience.
- Experience within the accounts receivable, accounts payable or the payroll function.

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.