



Position Description

FINANCE OFFICER - RATES & DEBTORS



OUR VALUES



ACHIEVE TOGETHER

We collaborate internally and externally to achieve better outcomes together.

TAKE OWNERSHIP

We own our actions, decisions, and their impact on others. We learn from mistakes and contribute to solutions, building trust through honesty and integrity.



SHAPE THE FUTURE

We hold ourselves to a high standard and are empowered to achieve quality outcomes for our community – today, and for future generations.

INSPIRE AND UPLIFT

We bring our best self to our work, and strive to make a positive impact on our colleagues and community.





Position Description: Finance Officer - Rates and Debtors

Position Number: Y013

Purpose: To administer and manage both the Shire's rating and property database and sundry debtors accurately, efficiently and effectively provide quality customer service.

Role Responsibilities

Rates and Debtors

- Process the levy and collection of rates and charges in respect to all properties within the district in accordance with the *Local Government Act 1995*, other legislation, and Council Policy.
- Prepare rate modelling to support the annual budget process.
- Maintain the Shire's property database to ensure that all land parcels are accurately recorded.
- Provide rating information, notices and statement of accounts to ratepayers.
- Debtor system management including processing invoices and following up on payment.
- Respond to public enquiries, both written and verbal, regarding rating and property information and other receivables.
- Carry out debt collection procedures in accordance with Council policy and appropriate legislation.
- Arrange for the Valuer General to provide amended valuations when advised of land subdivision, building completion or other change in the status of a land parcel or its improvements.
- Promptly process the levy of interim rates following receipt of amended valuations.
- Maintain a running Valuation Register reconciled to the Valuer General's valuations for the Shire.
- Balance and reconcile the Shire's rates and debtors ledgers at least once per month.
- Complete annual reconciliation of the Emergency Services Levy.
- Maintain pensioner records in compliance with the *Rates and Charges (Rebates and Deferrals) Act 1992*, including the processing of associated claims.
- Provide accurate information to internal and external stakeholders including government agencies and settlement agents.
- Daily receipting of payments including processing of BPAY files.
- Process rate journals including allocation of debt recovery legal costs.
- Liaise within the Finance Team to process rate refunds where required.
- Provide support and relief to other finance officers when required.
- Assist the Finance Manager with provision of audits & liaise with the external audit team as directed.

Electoral

- Respond to public enquiries, both written and verbal, regarding electoral rolls.
- Maintain the Owners and Occupiers Roll and prepare the Consolidated Roll, including enrolments.

General

- Issue street numbers for all new land parcels and properties.
- Liaise with waste management contractors and update rates assessments accordingly.
- Monitor rate notice stationery and other supplies associated with position.
- Ensure records are created, managed, and maintained in accordance with records management requirements relevant to the role.
- Any other duties relevant to the position, and any other tasks as directed by the Manager of Finance.
- Be an active and engaged partner with the Corporate & Community Services Team, who adds value by completing high quality work, is a positive team member and strives to support the values we seek to foster in our organisation.

Performance of Duties

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the *Equal Opportunity Act, 1984* and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire policies and procedures including but not limited to Policy O8 Employee Code of Conduct.
- Staff must comply with *State Records Act 2000* Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Shire is committed to Health and Safety in all areas of Shire's operations and requires you to comply with the requirements of the Section 28 of the *Work Health and Safety Act 2020 WA*.

Required Skills and Qualifications

Essential

- Highly developed internal and external customer focus and quality of service delivery.
- Sound knowledge of relevant legislation and working knowledge of debt recovery process.
- Well-developed negotiation and problem solving skills.
- Well-developed computer literacy and ability to learn new software quickly.
- Excellent accuracy, precision, persistence and mathematical logical thinking.
- Previous accounts experience.

Desirable

- Previous experience in Local Government including rates.
- Sound knowledge of:
 - Rating systems and previous experience with rates modelling.
 - Debt recovery procedures.
 - Regulations and policies relevant to Local Government financial (rating) processes.
- Working knowledge of land transfer and valuation processes, and experience with subdivision processing.
- Working knowledge of SynergySoft accounting modules.
- Experience in carrying out pensioner rebate claims.

Level of Authority and Organisational Relationships

Reports to:

Finance Manager

Direct Reports:

Nil

Extent of Authority: Delegations or approvals as directed by the Council, CEO or Executive Manager

Internal Liaisons:

- CEO and Executive Managers
- Executive Support Staff
- Finance Manager and team
- Shire staff

External Liaisons

- Rate Payers and Debtors of the Shire
- Relevant Consultants and Contractors
- State Government Bodies
- Settlement Agents
- Auditors
- General Public

Classification: Level 4 Inside Staff EA

Location: Shire Admin Office

Position and Conditions Acceptance

Employee Name: _____

Signature: _____

Date: _____

Direct Manager Name: _____

Signature: _____

Date: _____

Last Position Description Review

Date: / /

Next Review Due

Date: / /