

## Job & Person Specification Finance Officer - Rates

### INTRODUCTION

The attached Job and Person Specification (J&PS) and associated information should not be considered as an exhaustive list of responsibilities, criteria or outcomes for the position. The J&PS is intended to describe the general nature of the work that Council requires to be undertaken, including the type and range of skills, qualifications and experiences Council believes are required to competently undertake the duties.

You can and will be asked to undertake duties within your competence, skills, abilities and training that may not be mentioned in the attached documents.

Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected by Coorong District Council. You will be subject to regular performance development review and assessment in undertaking your role with Council.

The attached J&PS is a 'living document' and your involvement in reviewing it annually during your performance and development review is important.

### POSITION ENVIRONMENT

Council holds the following principles, attributes and qualities as important, and requires that they will be displayed in the way we go about our business in servicing the community:

<i>Integrity:</i>	adherence to moral and ethical principles being honest, transparent, accountable, trustworthy and authentic
<i>Proactive:</i>	acting in anticipation of future opportunities, issues, needs or changes
<i>Progressive:</i>	making use of new ideas and opportunities and sharing them with the team
<i>Collaborative:</i>	working as a team to achieve common goals and outcomes expected by Council
<i>Service excellence:</i>	consistently delivering good service for external and internal Stakeholders
<i>Enjoy work:</i>	achieving satisfaction and a sense of wellbeing from work

<b>Finance Officer – Rates</b>			
<b>Incumbent:</b>	TBA	<b>Team:</b>	Community & Corporate
<b>Reports to:</b>	Finance Manager	<b>Level of direction:</b>	General
<b>Direct reports:</b>	NIL	<b>Date last reviewed:</b>	31 July 2020
<b>Date appointed:</b>	TBA	<b>Award/Enterprise Agreement:</b>	South Australian Municipal Salaried Officers Award Australian Services Union Level 4
<b>Employment status:</b>	Permanent full-time		

<b>Position Objectives</b>	
<b>Finance administration</b>	Provide support and assistance to Council's finance team by undertaking a wide range of finance functions including, reporting and monthly and yearly reconciliations.
<b>Rates administration</b>	To perform a range of rates management functions relating to the processing of property valuations, rate assessments, issuing rate accounts, maintaining rate and property records and rate debtor accounts, street numbering, processing and reconciling major agents in accordance with legislative requirements.
<b>Records Management</b>	Comply with all directions provided in relation to records management.
<b>Work Health &amp; Safety</b>	Contribute to a safe and compliant workplace site and environment. Ensure worksite is properly identified and safe for public access.
<b>Risk Management</b>	Ensure Council's Risk Management Policy and procedures are observed and complied with at a personal level.
<b>Strategic Plan core values</b>	Demonstrated adherence with Council's Core Values identified in the 2016 – 2020 Strategic Management Plan.

Key result areas	Key tasks
<b>Finance administration</b>	<ul style="list-style-type: none"> <li>• Carry out a number of corporate finance functions, including but not limited to: <ul style="list-style-type: none"> <li>- Undertake the daily bank reconciliation;</li> <li>- Backfill debtors, creditors and any other finance functions as required;</li> <li>- Prepare and process general ledger journals;</li> <li>- Monthly balancing of the general ledger/subsidiary ledgers</li> </ul> </li> <li>• Administer all debt collection processes on outstanding rates and accounts receivable debts.</li> <li>• Participate in the preparation of and compliance with documents to satisfy internal control requirements.</li> <li>• Assist with the preparation for interim and external audits.</li> <li>• Perform other accounting duties as required by the Finance Manager.</li> </ul>
<b>Rates administration</b>	<ul style="list-style-type: none"> <li>• Maintain all assessment records including: <ul style="list-style-type: none"> <li>- Supplementary Reports</li> <li>- Cancellations and creation of land parcels</li> <li>- Update change of ownerships</li> <li>- Update changes of Certificates of Titles</li> </ul> </li> <li>• Accurate and timely updating of the Annual Gazettal Valuation List.</li> <li>• Maintain and/or ensure the timely and accurate processes are established to ensure that the total property/assessment value is balanced against control accounts.</li> <li>• Administer Rating Service Charges.</li> <li>• Maintain the House of Assembly and Supplementary Voters rolls and all requirements of rolls relating to local government elections.</li> <li>• Provide responses to rate enquiries</li> <li>• Prepare annual rates modelling reports and undertake modelling scenarios of same.</li> <li>• Upon adoption/declaration of rates, ensure timely processing of: <ul style="list-style-type: none"> <li>- Rates full test billing</li> <li>- Rate Generation</li> <li>- Organisation of printing of Rates Notices and relevant reports</li> </ul> </li> <li>• Duties associated with monthly interest, quarterly fines and refunds.</li> <li>• Initiate and process journals entries.</li> <li>• Administer annual pensioner verification process and necessary claim forms for payment of pensioner rate rebates.</li> <li>• Single Farm Enterprise functions.</li> <li>• Maintain non-rateable properties register.</li> <li>• Street numbering within townships and settlements.</li> <li>• Requests for Certificates of Liabilities.</li> </ul>
<b>Records Management</b>	<ul style="list-style-type: none"> <li>• Contribute to information management practices, policies and procedures for all records.</li> <li>• To comply with all relevant legislation in relation to records management.</li> <li>• Create and capture official records.</li> </ul>
<b>Work Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Ensure safety of self and all appropriate staff by complying with all policies, procedures, guidelines and instructions issued to protect personal health and safety and the health and safety of others.</li> <li>• Observe workplace procedures for risk identification, risk assessment and risk control including identification, reporting and investigation of all health and safety risks, accidents, injuries, property damage and mishaps in the workplace.</li> <li>• Participate in all activities associated with workplace health and safety including: <ul style="list-style-type: none"> <li>- Fire and emergency training, and knowledge of own role in same</li> <li>- Manual handling</li> <li>- Induction and orientation</li> </ul> </li> <li>• Follow safe systems of work to ensure that no other person is endangered through any act or omission.</li> <li>• Ensure correct utilisation of personal protective equipment, and ensure plant and equipment are in a safe working condition and are operating within regulatory provisions by detecting, reporting and making safe in the first instance.</li> <li>• In the event of personal injury, comply with Council's Workers Compensation, Injury Management and Rehabilitation policies and procedures.</li> </ul>

<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Ensure Council's Risk Management Policy and procedures are observed and complied with at both a personal and departmental level.</li> <li>• Take all reasonable steps to reduce risks identified in risk audits and any other relevant processes.</li> <li>• Demonstrate a commitment to risk management principles and practices, and to maintain a safe environment for staff and community.</li> <li>• <u>Ensuring the security of Council's assets under the officer's control.</u></li> </ul>
<b>Strategic Plan core values</b>	<ul style="list-style-type: none"> <li>• Ensure continuous improvement of Council's services through adherence with core values as documented in Council's Strategic Management Plan as: <ul style="list-style-type: none"> <li>- Integrity</li> <li>- Proactive</li> <li>- Progressive</li> <li>- Collaborative</li> <li>- Service Excellence</li> </ul> </li> <li>• Actively participate as a member of Council's team in the promotion and delivery of Council's Strategic Plan core values.</li> </ul>

<b>Person Specification</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Year 12 certificate (desirable). Related tertiary qualification preferable but not essential.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Working knowledge of the financial and accounting provisions of the Local Government Act 1999 and Local Government Accounting Regulations 1999.</li> <li>Knowledge and understanding of the internal control requirements of accounting systems, principles and practices.</li> <li>Knowledge of banking systems and other commercial practices in accounting, accounting standards, procedures and practices.</li> <li>Relevant taxation legislation (GST, FBT etc).</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Proficiency in the use of Microsoft Windows based PC applications.</li> <li>Effective time management skills (including the ability to work within the time constraints of financial cycles) and ability to prioritise work.</li> <li>Willingness to work as a team member.</li> <li>Agenda report writing.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in a customer service environment, or similar.</li> <li>Experience in administrative procedures and time management.</li> <li>Experience in rates, creditors, debtors &amp; purchasing functions, budgeting and cost allocation activities.</li> <li>Experience with financial accounting in a computerised environment.</li> <li>Minimum three (3) years prior local government experience.</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>Sound research skills essential.</li> <li>High level of customer service skills essential.</li> <li>Initiative to streamline systems and processes to ensure efficiencies.</li> <li>Ability to cope with high volumes of work, to set and meet deadlines and determine priorities with broad guidelines.</li> <li>Capable of working under pressure with critical delivery times.</li> <li>Goal setting skills.</li> <li>Self motivation and an ability to work autonomously.</li> <li>Exceptional interpersonal, organisational and team building skills.</li> <li>Ability to maintain high levels of discretion and confidentiality where appropriate.</li> <li>Be flexible to change.</li> </ul>
<b>Equal Employment Opportunity</b>	<ul style="list-style-type: none"> <li>Demonstrate and promote equal employment opportunity principles in the work place.</li> </ul>
<b>Delegation and authority</b>	<ul style="list-style-type: none"> <li>As per Council's Instrument of Delegation under the Local Government Act 1999.</li> </ul>
<b>Job requirements</b>	<ul style="list-style-type: none"> <li>Class C drivers licence – South Australia.</li> <li>The location of this position is at Tailern Bend but may be required to work from Council's other offices.</li> <li>This is a permanent, full-time position and minimal (but some) out of hours work will be required.</li> <li>Attend Council meetings, as required.</li> <li>Actively participate in activities designed to improve the quality of service delivery.</li> <li>Participate in performance development review annually.</li> <li>Adhere to Code of Conduct for Employees, Council policies and procedures.</li> <li>Promote the Council and services available.</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>Attend relevant conferences, seminars and training courses to maintain competencies.</li> <li>On-the-job training as required.</li> </ul>

## SIGNATURES

<b>Employee</b>	<b>Date</b>
<b>Director</b>	<b>Date</b>
<b>Chief Executive Officer</b>	<b>Date</b>