

Position Description

Position Title:	Rates & Finance Officer	Position Type (FTE):	Full-time 1.0
Location:	Town of Walkerville Civic Centre	Department:	Finance
Award / Level:	SAMSOA / Level 4.1	Reporting to:	Group Manager Finance

Special Conditions / Requirements:

May require attendance for out of hours requests to meet organisational demands when agreed between all parties. Current driver's licence is preferred. A Police Clearance is required to be maintained with this position and held current.

About The Town of Walkerville:

The Town of Walkerville is a small, dynamic and innovative Council, which serves a community of more than 8,000 residents in the eastern metropolitan region. The residents of the Town of Walkerville are represented by a Mayor and eight Councillors.

The Town of Walkerville values its staff and is committed to the principles of the mandatory Code of Conduct for Employees. As a staff member, you play a key role in demonstrating these standards in your daily interactions with customers, your manager and colleagues.

Our Commitment to a Violence-Free and Gender-Inclusive Workplace:

We are dedicated to fostering a workplace where women are safe from any form of violence, and where gender equality is highly regarded and actively pursued. These values are upheld and promoted within our broader community.

Description:

Under general guidance and direction from the Group Manager Finance, the Rates Officer is responsible for the effective coordination and actioning of Councils data integrity and property rating systems; coordination of rates and collection functions; facilitation of payments; and the provision of strong and professional communication for all internal and external stakeholders.

The Rates Officer is also responsible for assisting with the coordination and delivery of high quality, efficient and accurate financial services, as well as providing back-up / back-fill duties for the Accounts, Finance and Payroll team during periods of leave.

The suitable candidate will possess the ability to function as an active member of the Finance Team who provide an effective and timely service to Council and its customers. Achievement of key responsibilities as outlined in this position description to contribute to and support Council's Annual Business Plan, Annual Budget and Department Plans.

Key Responsibilities:

Rates & Property

- Maintain and update the data integrity of the rating system.
- Produce and support the effective, timely and accurate operation of the rates, property, arrangement functions and all the associate deliverables.
- Accountable for the delivery of end-to-end administrative functions including (but not restricted to) assessments relating to non-rateable, rebate, hardship and postponements, along with rates and journals.
- Update, maintain and audit system database valuation and rating details including rate and land use types.
- Facilitate and liaise with Valuer General regarding rates and valuation objections.
- Provide advice and respond to enquiries by phone/counter and emails.

Finance

- Provide back up for the payroll function to ensure that payroll is completed in a timely and accurate manner
- Provide back up for Accounts Payable and Accounts Receivable
- Actively share information and knowledge on issues, training and practices to relevant staff.
- Ensure the team is well supported.
- Other duties as directed by the Group Manager Finance



Position Requirements:	
Qualifications	Experience / Skills / Attributes
<p>Essential:</p> <ul style="list-style-type: none">• Practical experience in an officer administration, financial role;• Experience with Microsoft Office Suite and Adobe Acrobat Pro;• Experienced written and verbal communication skills;• Driver's license or equivalent reliable transport method;• Police clearance and Working with Children Clearance (ability to attain); <p>Desirable:</p> <ul style="list-style-type: none">• Qualifications in finance/accounting is an advantage• Experience and understanding of local government functions, particularly as they relate to rates• Experience with information or electronic records management systems, particular, Synergy	<ul style="list-style-type: none">• High degree of personal integrity and deal with matters confidentially at all times;• Ability to work autonomously and be self-motivated with a flexible work approach;• Community minded and engaging;• Demonstrated proactive approaches to problem-solving with strong decision-making capability;• Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer/client service and response.

EXTENT OF AUTHORITY

In accordance with the *Local Government Act 1999 (Act)*, this position has authority by the Chief Executive Officer to exercise powers and duties within the limits of the *Act* and in accordance with Council Policy.

DISCLAIMER

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

ACKNOWLEDGEMENT AND APPROVAL

Incumbent: _____

Signature: _____

Date: / /