# Position Description

Town of Cottesloe

**1. Title:** **Finance Officer - Rates**

**2. Level:** **Level 6/7 (per Town's EBA)**

**3. Department:** **Finance**

## 4. Position Objectives

### 4.1 Objectives of the position

Accurately and efficiently maintain the Town's property and rating database.

### 4.2 Within Section

- Maintain and update the rates database for the Town.
- Maintain accurate accounting records and produce reports in conformity with statutory and council policy requirements.

### 4.3 Within Organisation

- Liaise with other employees on matters associated with financial control and general administration.
- Produce accurate, timely and relevant financial reports and other relevant information to other senior members.

## 5. Key Responsibilities

- Maintaining the Town's rating database in line with current legislation, including change of ownership, address change, bin requests, and any other duties as requested.
- Maintaining and monitoring all payment arrangements.
- Maintaining and administering all Pensioner/Senior records and requirements. Including processing rate concessions for pensioners and preparing rebate claims on a regular basis.
- Ensuring the timely processing of interim rates to ensure rates revenue is recognised.
- Ensuring all rate notices are issued in a timely and accurate manner.
- Assisting with the review of overdue rates and debt collection.
- Assisting with VGO notification of all new property development.
- Maintaining the Town's owner and electoral roll.
- Investigate, resolve and respond to customer requests relating to rates.
- Managing journals and file maintenance.
- Research and investigative duties as directed.
- Provide advice, support and information to internal and external stakeholders.
- Any other duties consistent with the level of this position.

## 6. Selection Criteria

### Essential

- Knowledge of computerised accounting systems and Microsoft Office products.
- Developed interpersonal skills.
- Developed verbal and written communication skills.
- Developed organisational and time management skills.

### Desirable

- Exposure to Authority (Civica)

## 7. Organisational Relationships

### 7.1 Responsible to:

Finance Manager

### 7.2 Internal and External Liaison:

**Internal:** Director Corporate and Community Services
Other staff and employees
Elected Members

**External:** Residents, Ratepayers and the General Public
Other Local Governments
Government Departments and Agencies

## 8. Extent of Authority

Works under the general direction of the Finance Manager within established guidelines, procedures and policies of Council and the statutory provisions of the Local Government Act and other legislation.

## 9. Award and Agreement Coverage

- *Town of Cottesloe Enterprise Bargaining Agreement 2022*;
- *Local Government Industry Award 2020*;
- *Industrial Relations Act 1979; and*
- *Minimum Conditions of Employment Act 1993 (WA)*

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|---|---|
| **Prepared by:** | Finance Manager |
| **Supervisor:** | Finance Manager |
| **Date prepared:** | 17 May 2023 |
| **Document last reviewed:** | 17 May 2023 |

Signed: _____ Date: _____
Employee

Signed: _____ Date: _____
Finance Manager

Signed: _____ Date: _____
Chief Executive Officer