



POSITION DESCRIPTION

RATES OFFICER

POSITION DETAILS

Position No.	000201	Department	Finance
Employment Status	Ongoing part time	Location	Civic Centre
Unit	Rates	Classification	Administrative/Clerical, Level 2

POSITION OBJECTIVE

The key duties are:

- Dealing with enquiries relating to Council's rating and property matters, including the provision of extracts of rating records as required by members of the public, solicitors, prospective land purchasers and relevant Government Agencies.
- Assisting in maintaining and developing accurate computerised rating records and systems.

KEY FUNCTIONS AND RESPONSIBILITIES

- Maintain the property system, to ensure the appropriate rating of properties.
- Download and apply rates payment data files.
- Assist in balancing the general ledger rate debtor's account, including the provision of outstanding balance reports.
- Follow-up overdue rates accounts, including recommending legal action when appropriate.
- Negotiate rate payment arrangements outside normal payment terms.
- Process and complete journals to rates accounts.
- Process pensioner rebate applications and compile subsequent claims for submission to the Treasury Department and State Fire Commission.
- Assist with the processing of interim assessments and supplementary valuation lists.
- Balance property values to totals provided by Valuation Division.

- Allocate property identification numbers to individual lots, including the coding of property details and forwarding schedules of new lots to the appropriate State Government Department.
- Maintain property details as required, including street number alterations, ownership changes, changes of address etc.
- Assist with street numbering and rural addressing.
- Counter, telephone and email enquiries relating to rating and accounts receivable matters.
- Identify properties on which applications for Section 132 and 337 Certificates are made. Prepare and verify appropriate property certificates.
- Assist with Account Receivable functions as required.
- Assist with the preparation of correspondence, reports and statistical information as required.
- Other duties as required/directed from time to time, noting that an employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level are responsible for the completion of regularly occurring tasks and work under general supervision.

Judgment and problem solving: Employees use limited discretion in undertaking work as part of a team within well-established work practices and guidelines.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – The position works closely with staff from the Finance Department and has contact with all staff throughout the Council.
2. **External** – Members of the public, prospective purchasers of property, Solicitors, Government Agencies, Council suppliers and creditors.
3. **Direct Reports** - This role reports to the Senior Rates Officer and has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Demonstrated experience in computerised accounting systems.

- Sound mathematical and problem-solving skills.
- The ability to prepare reports and correspondence as required.
- Well-developed keyboarding and computer skills, including the use of Microsoft Office software.
- A strong customer service focus and competent interpersonal and communication skills.
- The ability to work independently and in a team-based environment.

Desirable

- An understanding of Local Government rating and property functions.
- A vocational qualification e.g. Certificate III in finance, business or accounting.