



# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Revenue Coordinator</b>	<b>Reports to:</b>	<b>Chief Financial Officer</b>
<b>Department:</b>	Financial Services	<b>Directorate:</b>	Customer and Organisational Services
<b>Stream:</b>	Stream A admin	<b>Pay Level:</b>	Level 6 / 7 (Division 2 - Section 1) \$3,565.51 - \$4,113.10 / fortnight plus superannuation
<b>Award:</b>	Queensland Local Government Industry Award – State 2017	<b>Agreement:</b>	The Southern Downs Regional Council Certified Agreement, as amended
<b>Contact</b>	For further information regarding this role please contact Southern Downs Regional Council on 1300 697 372.		

## 1.1 THE DEPARTMENT

The Financial Services Department falls within the Customer and Organisational Services directorate. The department is tasked with delivering high-level customer service experiences to Council’s internal and external stakeholders aligned with identified outcomes in Council’s Corporate and Operational Plans. The department ensures that Council remains financially sustainable while embracing innovation to drive outcomes for the Southern Downs community in an efficient and effective manner. The Department is responsible for the delivery of a variety of functions, including contracts and procurement, finance, Information Communication and Technology (ICT), revenue and business development.

## 1.2 VALUES

Southern Downs Regional Council recognises our people as our strength, and our five values guide how we work with each other, our actions, our decision making and how we serve our community. Our values bring us all together and contribute to our employees having a meaningful and rewarding career, with opportunities to grow and thrive.



**Act with Integrity** | **One Region, One Team** | **Lead by Example** | **Service Excellence** | **Our People, Our Strength**

### 1.3 THE OPPORTUNITY AND JOB ROLE

Assist the Chief Financial Officer (CFO) with the effective and efficient operation of the Revenue Section including administering rates and utility charges, collection of outstanding rates related debts and resolution of external customer enquiries. Provide relevant financial advice and assistance to all areas of Council to ensure a cohesive, all of organisation, approach to financial management and internal and external stakeholder engagement.

### 1.4 KEY RESPONSIBILITIES AND DELIVERABLES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

The key responsibilities and deliverables for this role include:

- Lead and supervise the activities of relevant staff in the Revenue Team (Rates and Accounts Receivable).
- Maintain appropriate registers and databases and prepare reconciliations in accordance with relevant best practice industry or accounting standards.
- Ensure compliance issues are addressed in accordance with Australian Accounting Standards, the Local Government Act and Regulations, and any relevant State or Federal Government requirements.
- Provide advice to Council employees and other stakeholders on Revenue Section related policies and procedures.
- Assist the Chief Financial Officer in monitoring and maintaining quality financial information systems, including preserving the integrity of data.
- Undertake the administration and preparation of Council's rating and property information function including rating category reviews and modelling.
- Undertake the administration of State and Federal Government schemes and levies.
- Assist in the preparation of Council's Annual Financial Statements, claims and acquittals.
- Assist with budget and audit processes.
- Oversee the Accounts Receivable function for Council.
- Prepare and issue rates notices, maintain rates records, water consumption charges and debt collection notices.
- Contribute to the development of policies and implement procedures and guidelines that support the delivery of outcomes associated with the Financial Services Department.
- Other duties as directed by the CFO.

### 1.5 SELECTION CRITERIA

#### ESSENTIAL CRITERIA

- Demonstrated understanding of the Local Government Act 2009 and Local Government Regulation 2012 and the application of this legislation to the levying of rates and charges, including utility charges.
- Substantial experience in administering and levying rates and charges, including utility charges.
- Demonstrated knowledge of Technology One Property and Rating Module or the ability to adapt and learn this software.
- High level investigative and problem-solving skills used in the analysis and interpretation of financial data.
- Proven ability to lead a team to prioritise tasks, manage workloads and meet critical deadlines.
- Highly developed customer service skills and proven ability to successfully resolve disputes.
- Experience in administering debt recovery and management practices.

## DESIRABLE CRITERIA

- Demonstrate a good understanding of Technology One or similar ERP while working for a similar or larger sized organisation.

### 1.6 WORK HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

### 1.7 ORGANISATIONAL RESPONSIBILITIES

- Comply with all the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

### 1.8 FINANCIAL DELEGATION

- A financial delegation of \$50,000 is applicable to this role.

### 1.9 REQUIRED LICENCES AND QUALIFICATIONS

- A person in this position will need to hold a degree in a relevant discipline or be able to demonstrate equivalent relevant experience.
- A Class C (car) licence or greater is required in this role

### 1.10 DESIRABLE LICENCES AND QUALIFICATIONS

- Membership of a recognised body of accountants.

### 1.11 OTHER POSITION REQUIREMENTS

## PROBATION PERIOD

- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

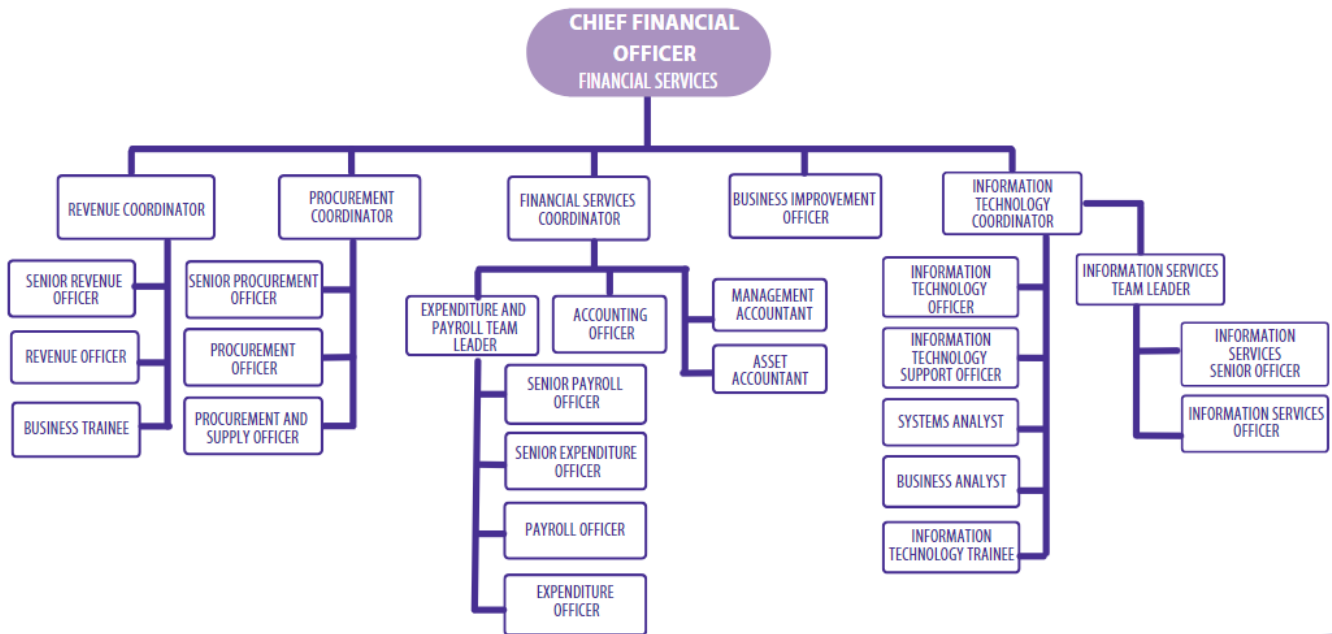
## PRE-EMPLOYMENT CHECKS

- Prior to employment external candidates **will** be subject to the following checks in most instances:
  - National Criminal History Check (mandatory)
  - Pathology Drug and Alcohol screening (mandatory)
  - Reference Checks (mandatory)
  - Health Declaration (mandatory)
- Prior to employment external candidates **may** also be subject to the following checks:
  - Functional Capacity Assessment / Fitness for Work (to assess physical suitability for the role)
  - Formal qualifications check

- Rights to Work in Australia – VEVO check
- Licence disqualification / traffic history checks with Queensland Government
- Blue card Working with Children Check
- Any other check that is reasonably required by Southern Downs Regional Council

## 1.12 REPORTING STRUCTURE

### ORGANISATIONAL RELATIONSHIP



Council values diversity and welcomes applications from people of all backgrounds and cultural heritage, that have working rights in Australia.



**Southern Downs**  
REGIONAL COUNCIL

**Southern Downs**

*A great place to live, work, play and stay.*