



Performance Profile

Finance Officer- Rates

Our Vision	Our Objectives	Our Values
A vibrant coastal community, connected to the environment, living the village lifestyle.	- Enhance community connection and well-being. - Operate as environmental custodians for the future. - Support local jobs, industry, and small business and facilitate sustainable development.	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect
Our Commitment		
Protect what makes us special, improve our quality of life, and plan for future generations.		

Position:	Finance Officer - Rates	Direct Reports:	No direct reports
Level:	Level 4		
Department:	Corporate Services		
Reports to:	Finance Coordinator		
Status:	Casual		

Performance Summary
The Finance Officer - Rates is expected to: - Undertake rates duties consistent with the standards and requirements of the Organisation, in accordance with statutory requirements and Council Policy. - Provide high level internal and external customer service. - Have demonstrated experience in the operation of rating software systems with a comprehensive knowledge of Microsoft applications. - Ability and motivation to achieve performance summary criteria. - Be inspired and motivated as part of the Corporate Services team. - Champion the Shire's vision, values and objectives. - Be solution focused, have a 'can do attitude'.

Key Responsibilities

- Ensure compliance of all rating information with statutory legislative requirements and within Council's policies and procedures.
- Allocate & receipt payments received directly into the bank account.
- Assist with the maintenance of Rates & Property system and record property details of transfers, ownership details, advice of sale notifications, and property changes such as waste services.
- Process pensioners and seniors rebates and deferments.
- Provide assistance to customer relating to rates & property enquiries in accordance with the customer service charter.
- Assist and Backup the Senior Rates Officer with other key responsibilities as required.
- Assist other Officers in the Corporate Services team if required, including answering incoming calls as part of the Finance Office telephone hierarchy.
- Other duties as required by the Finance Coordinator.

Position Requirements

- Developed literacy and numeracy skills.
- Previous experience in a Rates Officer role (desirable).
- Sound time management, attention to detail and organisation skills.
- Developed interpersonal skills.
- Well-developed oral and written communication skills.
- Experience with "Microsoft Office" and "SynergySoft" software (desirable).
- Initiative and flexibility.
- Ability to work in and contribute to a multi-disciplinary team environment.
- 'C' Class Driver's Licence.

General Accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability, obligation and responsibilities, attitudes, behaviour and conduct, as detailed in the Shire's Code of Conduct, including:

- Adhering to management directives and approved policies and procedures.
- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.
- Adhering to lawful and reasonable directions from the employer and particularly those relating to employee integrity, confidentiality, Shire reputation, efficiency, fraud and corruption prevention.
- Respecting and maintaining Shire values and culture.

Certification

As the occupant of this position, I have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME _____

SIGNATURE _____

DATE _____

MANAGER _____

SIGNATURE _____

DATE _____

PERFORMANCE PROFILE REVIEWED

DATE _____