

FINANCE OFFICER - REVENUE

About us

The Shire's major centre of West Wyalong is centrally located on the junction of the Newell and Mid Western Highways and within a 160 kilometre radius of Wagga Wagga, Griffith, Forbes, Parkes and Cowra and within 300 kilometres of Canberra – providing an authentic rural lifestyle with the conveniences of the city well within reach. The community is proud of the facilities and services across the shire, but our greatest asset is our people where new residents are embraced and valued.

The Bland region has a rich history and a vibrant future. Today the Shire is a blossoming rural economy built around sheep, cattle, wheat and other crop varieties while in more recent times the Shire has also experienced significant developments away from agriculture. Evolution Mining operates a gold mine at Lake Cowal while Pace Farm has the biggest egg producing facility in the southern hemisphere.

About the role and who we are looking for:

Council is seeking a Finance Officer to administer Council's ratings ensuring that all aspects are functioning efficiently and effectively. You will also be responsible for levying and collection of rates, including debts recovery and preparation and issuing of Section 603 and other property related certificates.

To be successful in this position, you will possess the following skills and experience:

- Certificate III in Financial Services or relevant qualification.
- Current Class "C" Driver Licence

What we have to offer:

As a valued member of our team, you'll receive the following benefits:

- Competitive salary and opportunity for salary progression
- Flexible work arrangements
- Learning and career development opportunities
- 9 day fortnight roster
- Allowance, overtime and call out penalties when required.
- Hourly rate from \$32.60
- Plus a 10% Council Superannuation contribution.



How to apply:

Before applying, please review the POSITION DESCRIPTION.

Please address the questions on the application page on the website <http://www.blandshire.nsw.gov.au/your-council/careers> . When responding to the questions, please include detailed relevant examples of your skills and experience.

You'll have the opportunity to attach your cover letter and resume.

For more information regarding the Finance Officer position, please contact Andrew Preston on (02) 6972 2266.

Interested persons are required to obtain an information package from Council and address the question(s) listed on the web site to be considered for this position. Information Packages are available at <http://www.blandshire.nsw.gov.au/your-council/careers> or contact Human Resources on (02) 6972 2266.

Our Vision:

A place where people are valued, an environment that is respected, a future that is bright and a community that is proud.

APPLICATIONS CLOSE: 8 JUNE 2022

Position Description Finance Officer - Revenue

Directorate	Corporate and Community Services
Location	Bland Shire Council, Shire Street West Wyalong
Classification/Grade/Band	Grade 9
Position Code	3203 - 35 hour week
Date Position Description approved	01/07/2012

Council overview

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Council values

- Put the Community First,
- Work together as a committed team,
- Respect and value each other,
- Have open and honest two-way communication,
- Act with integrity and honesty,
- Continuously improve our service,
- Keep ourselves and other safe.

Primary purpose of the position

To provide financial and accounting support to Council in responsibility area.

Key accountabilities

Within the area of responsibility, this role is required to:

- To administer Council's ratings ensuring that all aspects are functioning efficiently and effectively.
- Levying and collection of rates, including debts recovery
- Preparation and issuing of Section 603 and other property related certificates
- Maintenance of Council's rating and property systems including the completion of notice of sales, supplementary levies, pension rebates, forecasting, reviewing and the rural addressing system
- Telephone and counter enquiries relating to rating, property debtors and other matters
- Daily rates system updates
- Weekly reconciliation of rating system balances to the general ledger
- Production of monthly rating collections report to Council
- Administration, that is integral to or impacts upon, the rating and property systems
- Provide rate modelling information for Council's budgeting purposes
- Data entry of debtor invoices
- Prepare debtor statements
- Balance Debtor Subsidiary ledgers weekly
- Debt recovery of outstanding debtors
- Maintenance and reconciliation of Council's Debtors systems
- Be involved in and ensure the proper maintenance of accounting and allied administrative records designated in compliance with relevant statutes and Council's policy.
- Completion of returns relating to the functions of the responsibility area
- Produce orders for goods and services
- High level of confidentiality maintained
- Cancelled assessments are purged from system at the end of each financial year
- Identify properties which are to be sold for unpaid rates and ensures sales of land for unpaid rates are effected as determined
- Pensioner rebate subsidy claim presented to the August, December and April Council meetings each year prior to being lodged with the Department of Local Government
- Periodic revision of rating categories, as required
- Sundry debtors
- Completion of work tasks on time and to a satisfactory standard
- Actively contribute to the team within the Directorate, promote best practice and maintain professional standards and integrity.
- Contribute to the continuous improvement of financial systems and processes
- Carry out other duties that are within the limits of the employee's skill, competence and training.

WHS:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities
- Immediately report all hazards and incidents, following the appropriate processes
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required
- Comply with Corporate record keeping requirements.

Key challenges

- Council's financial records managed in accordance with relevant legislation and Council's policies and procedures
- Identifying and resolving arising issues and providing responses in a timely manner to maintain positive and cooperative Service relationships.
- Dealing with issues in a manner that maintains respect, confidentiality and discretion.
- Balancing unexpected situations, competing service demands and the provision of a responsive service with the need to adhere to legislative and regulatory requirements and support the shared values of Council

Key internal relationships

Who	Why
Team Members	Collaborate on maintenance and development of Council's assets Negotiate task priorities Ensure safety and quality standards are met
Financial Services Coordinator	Liaise to clarify tasks and priorities Manage and escalate issues as appropriate

Key external relationships

Who	Why
Community	Maintain a friendly, professional and positive council presence Ensure public safety at all times

Reports to

Financial Services Coordinator

Essential requirements

Criteria
Criteria 1: Certificate III in Financial Services or relevant qualification. Current Class "C" Driver Licence
Criteria 2: Act with Integrity: Be honest, ethical and professional, and prepared to speak up for what is right Community and Customer Focus: Commit to delivering customer and community focused service in line with strategic objectives Deliver Results: Achieve results through efficient use of resources and a commitment to quality outcomes Procurement and Contracts: Understand and apply procurement processes to ensure effective purchasing and contract performance
Criteria 3: Demonstrated understanding and commitment to WH&S and EEO practices and principles.

Key Physical Requirements (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)





Constant sitting
Constant bilateral fine finger manipulations (keystrokes)

Occasional stooping/bending/squatting.
Occasional lifting/carrying <10kg.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Maintains confidentiality of customer and organisational information • Is open, honest and consistent in words and behaviour • Takes steps to clarify ethical issues and seeks advice when unsure what to do • Helps others to understand their obligations to follow the code of conduct, legislation and policies • Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
Relationships Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> • Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
Results Deliver Results	Foundational	<ul style="list-style-type: none"> • Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard
Resources Procurement and Contracts	Intermediate	<ul style="list-style-type: none"> • Helps others understand and comply with basic ordering, receipting and payment processes • Contributes to the identification of business requirements, deliverables and expectations of suppliers • Provides objective input to evaluation processes for proposals and tenders • Works with suppliers and contractors to ensure that goods and services meet time and quality requirements