



**BOURKE
SHIRE
COUNCIL**

JOB VACANCY

Revenue Officer

THE JOB:

This role is accountable for delivering a range of financial administration services including but not limited to accounts receivable, debt recovery, rates administration, water billing, land sales and property matters, to ensure services are delivered in an efficient and effective manner.

ABOUT US:

We are committed to providing a welcoming workplace where everyone feels respected, safe, and supported. This means we value team players with a positive attitude, respectful behavior and a keenness to learn.

IF YOU HAVE SKILLS THAT MATCH OUR JOB, AND:

- Certificate III accounting, administration or equivalent.
- Demonstrated experience in a similar role
- Demonstrated experience with Microsoft Word, Outlook and Excel.
- Proven ability to work productively as a member of a team and contribute to team goals.
- Demonstrated ability to communicate effectively
- Proven ability to prioritise and manage a number of tasks
- Current C Licence

THEN WE WILL OFFER YOU:

- 9-Day Fortnight
- Annual salary \$68,135.60 - \$81,762.72 (gross) + Super
- Opportunity to learn new skills in a supportive environment
- 19.5 weeks long service leave after 10 year continuous service

- The Application Pack is on our website: www.bourke.nsw.gov.au/council/positions-vacant.

LIKE MORE INFORMATION?

Please contact
Finance Team Leader, Sangita Prajapati,
on 02 6830 8000 or jobs@bourke.nsw.gov.au



**APPLICATIONS
CLOSE MONDAY,
18 NOVEMBER 2024**

Work in Bourke!
[www.bourke.nsw.gov.au/
work-in-bourke/](http://www.bourke.nsw.gov.au/work-in-bourke/)





**BOURKE
SHIRE
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P.O. Box 21, Bourke, N.S.W. 2840
Telephone (02)6830 8000
Email: bourkeshire@bourke.nsw.gov.au
Web: <http://www.bourke.nsw.gov.au>

Position	Revenue Officer
Reports To	Team Leader Finance
Department	Corporate Services
Band/Level	Band 2 / Level 2
Grade	4 (A)
Date Revised	November 2024

This position description broadly describes the accountabilities, duties and conduct of an employee of Bourke Shire Council. The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Primary Purpose

This role is accountable for delivering a range of financial administration services including but not limited to accounts receivable, debt recovery, rates administration, water billing, land sales and property matters, to ensure services are delivered in an efficient and effective manner.

Council Values

Council's values of Openness, Honesty, Respect, Accountability, Objectiveness, Leadership, Selflessness and Integrity guide the decisions, actions and conduct of all employees.

Core Accountabilities

- Implement and work within the parameters of Council's rating strategies, policies procedures and systems to ensure organisational, management and statutory requirements are met.
- Ensure the timely and accurate preparation and maintenance of Council's rates function, including but not limited to land and rates, and the Waste Levy.
- Complete the daily Bank reconciliation.
- Complete activities associated with water billing.
- Administer all aspects of the debt recovery process, including liaising with external recovery agencies.
- Administer all aspects of land transfers, valuations, and the issuing of relevant certificates.
- Produce accounts receivable invoicing and accurate records to ensure Council meets its financial targets.
- Ensure customers and stakeholders are provided with timely and accurate rating and debt recovery information, in line with Council's legislative, regulatory and policy requirements.
- Produce and maintain accurate records as evidence of Council's revenue collection processes.
- Collect, collate, and make available information for reporting, and produce accurate and timely reports as required.

- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment, taking accountability for own actions and complying with Council's WHS policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by the Manager, which are within his/her skills, competence and training.

The employee is to comply with the organisation's Code of Conduct, policies, and procedures (as varied from time to time) and undertake training and development where it improves the employee's capability and capacity to undertake the inherent requirements of the role to the standard expected by Council.

Essential Criteria

1. Certificate III accounting, administration or equivalent, or willing to obtain as a condition of ongoing employment.
2. Demonstrated experience processing accounts receivable (debtors) and checking and processing financial data.
3. Demonstrated experience with Microsoft office suite, particularly Excel.
4. Ability to work productively as a member of a team and contribute to team goals.
5. Demonstrated interpersonal skills, ability to communicate effectively and respond to customer enquiries.
6. Proven ability to prioritise and manage multiple tasks whilst meeting deadlines.
7. Current Class C (NSW) Driver Licence.

Desirable Criteria

1. Experience in or understanding of Local Government rates procedures and processes.
2. Completion of Local Government NSW Rating Professional course.
3. Debt recovery experience.

Date:

Agreed:

Employee Name (please print)

Employee Signature