

Position Description

Revenue Coordinator

Division	Corporate & Community
Business Unit	Finance
Location	Council Administration Building, Yass
Award Band	Administrative/Technical/Trades Band 2, Level 3
Position Number	251005
Salary Grade	Grade 17
Remuneration	Entry \$84,459.44 to Step 3 \$91,216.32 per annum, plus 11.5% Superannuation
Date position description approved	7 February 2023

Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Corporate & Community Directorate comprises of Finance, Human Resources, ICT, Governance & Risk, Customer Service, Community & Economic Development, Library Services, and Media & Communications. The role of Revenue Coordinator is located within the finance team.

Council Vision

To build and maintain sustainable communities while retaining the region's natural beauty.

Council Values



Primary Purpose of the Position

To manage the activities associated with rating, property systems, service charges and addressing.

Key Accountabilities

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

- Maintain and update the Property Module, the Rating Module and Water Module of Council's enterprise system.
- Supervise customer inquiries and follow up action that relate to water billing and debts.
- Process day-to-day rating, financial and property information including processing changes, adding new services, maintaining ratings, processing applications, rebates and audits, and issuing certificates.
- Prepare reports, returns, valuations and data for internal and external stakeholders.
- Supervise the recovery of outstanding debts for rates, water and general debtors in accordance with Council's policies and procedures.
- Supervise and process accurate and timely issuing of accounts.
- Supervise, control and maintain rural addressing systems and urban house numbering.
- Comply with the various Acts, regulations, codes, professional standards, Council policies and procedures associated with rates and charges.
- Prepare Rate Estimates for the following Financial Year.
- Supervise Rates Officer, maintain positive culture in the office, and undertake performance reviews in accordance with Council procedures.

Organisational Accountabilities

Code of Conduct: Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

Customer Service: Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

Equal Employment Opportunity: Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

Policies and Procedures: Comply with all Council's policies, procedures and guidelines.

Workplace Health and Safety: Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

Key Challenges

- Handling difficult and sensitive enquiries regarding revenue accounts and debt recovery.

Key Internal Relationships

Who	Why
Revenue Officer	Provide guidance and support, provide advice and exchange information.
Council's Water staff	Provide advice and information.

Key External Relationships

Who	Why
Contractors	Provide and receive information.
Community	Negotiate payment of accounts within specified time period.

Key Dimensions

Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Reports to

Chief Financial Officer

Reports

Revenue Officer

Essential Requirements

- Demonstrated previous working knowledge and experience of local council rates requirements.
- Demonstrated knowledge of technology-based rating and mapping systems.

Approval History

Stage	Date	Comment	MagiQ Reference
Approved	7 February 2023		7978
Reviewed	January 2023		7978
Updated	June 2024	Award Salary Increase 2024/25	

Ownership and Approval

Responsibility	Role
Author	Chief Financial Officer
Approver	Director Corporate & Community