



2025 010 Rates and Finance Officer

Thank you for your interest in applying for the position of Rates and Finance Officer , with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Benefits of working with Hindmarsh Shire Council;
- Employment details;
- Position Description; and
- Key selection criteria

For general details of the Council, please refer to the following website:
www.hindmarsh.vic.gov.au

For further information about the position or duties involved, please contact Heather Boyd, Manager Finance, on (03) 5391 4444 or hr@hindmarsh.vic.gov.au .

Privacy Statement

Hindmarsh Shire Council collects personal information to enable us to perform our statutory functions and provide services, activities and events. Council stores personal information in secure information technology systems and shares information, only when necessary, amongst internal work areas (including contractors) to facilitate a more efficient customer experience across Council's business. If the personal information is not collected, Council may not be able to provide you with Council services, discharge our functions or keep you updated on the progress of your service request.

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.



Opportunity this way...

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

Some of the benefits of working at Hindmarsh Shire Council include:

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Annual Leave Loading
- Employee Assistance Program
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.



POSITION DESCRIPTION

1. POSITION IDENTIFICATION:

| | |
|---------------------------------|--|
| Position: | Rates and Finance Officer |
| Department: | Corporate & Community Services |
| Starting Point/Location: | The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality. |
| Classification: | Band 5 per the Hindmarsh Shire Council Enterprise Agreement |
| Employment Type: | Full Time or Part Time by negotiation |

2. CURRENCY:

| | | |
|--------------------------------|----------------|---------------------------|
| Current Version | 1.0 | Approved: |
| Name of Occupant: | Vacant | |
| Signature: | _____ | Date _____ |
| Prepared By: | Heather Boyd | Date 01 April 2025 |
| Director Approved: | Petra Croot | Date 02 April 2025 |
| H.R. Approved: | Shelley Gersch | Date 01 April 2025 |
| CEO Approved: | Monica Revell | Date 02 April 2025 |
| Current Version Number: | 1.0 | |
| Version History: | 1.0 | |



**Employment Details for the Position of:
Rates and Finance Officer**

| | |
|--------------------------------|--|
| <u>Status:</u> | Permanent Full Time or Part Time by negotiation |
| <u>Location:</u> | The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality. |
| <u>Classification:</u> | Band 5A in accordance with the Hindmarsh Shire Council Enterprise Agreement. |
| <u>Salary:</u> | \$37.92 per hour, plus Superannuation |
| <u>Superannuation:</u> | Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super. |
| <u>Hours:</u> | <p>Hours of work are 8:30am to 5:00pm, with a 30-minute lunch break, Monday to Friday.</p> <p>The position will be required to work 80 hours per fortnight. It will be paid for 76 hours per fortnight. The remaining four hours will be held in lieu to enable one rostered day off per four-week period.</p> |
| <u>Qualifying Period:</u> | This position is subject to an initial six (6) month qualifying period. |
| <u>Annual Leave:</u> | Four (4) weeks annual leave (pro rata) per annum plus 17.5% leave loading. |
| <u>Sick Leave:</u> | Twelve (12) days sick leave (pro rata) per annum. |
| <u>Long Service Leave:</u> | Three (3) months after ten (10) years of service. Eligible Employees can access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances. |
| <u>Pre-Employment Medical:</u> | It is a condition of employment that appointees must undertake a pre-employment medical examination at Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position. |
| <u>Security Check:</u> | It is a condition of employment that appointees must undertake a police check and an employee Working with Children Check prior to commencement of work. |



3. POSITION OBJECTIVES:

The Rates and Finance Officer is an important member of the finance team and reports to the Revenue Officer. The role has responsibility for the provision of accurate and timely maintenance of rating systems including issuing of rate notices, debt monitoring, and geographical data requirements for the Hindmarsh Shire.

The position will also provide support to other finance functions as required, including accounts payable and receivable.

4. KEY RESPONSIBILITY AREAS:

4.1 Property Database

- Ensure master property and customer details, as well as property and rating codes, on Council's software systems are kept up to date and accurate. This includes:
 - Notices of Acquisition;
 - Lessees;
 - Change of address and ratepayer details;
 - Pensioners;
 - Private schemes;
 - Valuations & revaluations;
 - Special rates and charges; and
 - Title detail enhancements.
- Prepare Land Information Certificates under Section 121 of the *Local Government Act 2020*. Ensure certificates are issued within 3 business days of correct application and fee being received.

4.2 Rates Estimation and Notices

- Support budget and end of year processes providing rates estimations and notices, and timely reconciliations.
- Assist with the supplementary valuations which are carried out as required and entered in Council's database, and issue supplementary notices in a timely manner where required.
- Maintain an efficient debt recovery system in accordance with Council policy. This includes the imposition of interest penalties, action on outstanding rate accounts within 30 working days of final payment date, arrangements for the recovery of long-term debts and sale of properties for unpaid rates (may involve an approved external service provider).



4.3 Fire Services Levy (Emergency Services Volunteers Fund)

- Assist with the Fire Services Levy (Emergency Services Volunteers Fund) remittances and preparation of the annual reconciliation and annual return in accordance with State Government legislation and regulations for review by the Manager Finance.

4.4 Pension Rebate Scheme

- Assist with the completion of the annual verification of DVA and Pension concession card holders for eligibility to receive the Municipal Rates Concession.
- Facilitate claiming of Government Assistance for eligible pensioners in accordance with the relevant guidelines.
- Ensure all transactions are reconciled between the general ledger, claims and property files.
- Complete requirements for internal, external and department audits as required.

4.5 GIS and Property Information Project

- Working with the Infrastructure team, maintain the joint Council/Land Victoria (Vicmap) Property Information Project in accordance with the agreement entered for the Property Information Project.
- Assist the ongoing maintenance of property mapping data matching to the Vicmap Editing System using specified software.
- Ensure the details of any property changes are correctly identified in Council's GIS in a timely manner.

4.6 Rural / Urban Addressing

- Ensure that new or amended rural and urban address details are completed in agreed timeframes.

4.7 Reporting and Statistical Returns

- Assist with preparation of rating and valuation statistical returns to MAV and external bodies as requested.

4.8 Voters Rolls

- Maintain accurate voter details to allow production of combined roll as required.

4.9 Finance Functions

- Provide support to corporate finance functions, including accounts payable and receivable.
- Undertake such other duties and functions consistent with the area of work and responsibility as directed by the Revenue Officer.



4.10 Corporate Responsibilities

- Promote a positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.
- Work in collaboration with and assist the finance team, manager and other key stakeholders to achieve department goals, work requests, demands and Council priorities.
- Contribute to the continuous improvement and productivity of the organisation's operations.

5. ORGANISATIONAL RELATIONSHIPS:

Reports to: Revenue Officer

Supervises: Nil

Internal Contacts: All Staff, Finance and Payroll Office, Coordinator Finance and Payroll, Manager Finance.

External Contacts: Ratepayers, Debt Collection Agencies, Solicitors, Valuer Generals Office, State Revenue Office

6. OCCUPATIONAL HEALTH AND SAFETY:

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:-

- Take reasonable care for their own health and safety;
- Notify their Manager of their inability to carry out any physical task that is outside their capability;
- Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace;
- Cooperate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of risk assessments;
- Complete Accident, Hazard and Near Miss Reports in a timely manner;
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety;
- Use protective equipment or clothing provided by Council at all required times;
- Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.

7. RISK MANAGEMENT:

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors;



- Take all reasonable action to protect Council assets from damage and or loss;
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

8. RECORDS MANAGEMENT

- Responsible for following Council records management processes and principles as contained within Council policies and procedures;
- Responsible for creating full and accurate records of activities and decisions relating to Council business; and
- Supporting the Records Management team with access to, and retrieval of, documents relating to Freedom of Information requests and public transparency principles contained in various Acts and regulations.

9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Provide and maintain a customer assistance and referral service.
- Observe all legislative requirements, established policy and recognised standards relating to the responsibilities of the position.
- Provide and maintain financial and administrative records of the Council.
- Freedom to act is subject to close supervision or to clear guidelines. The effect of decisions and actions taken on individual clients may be significant but the decisions and actions are always subject to appeal or review by more senior employees.

10. JUDGEMENT AND DECISION MAKING:

- The objectives of the work are usually well defined, and the particular method, technology, process or equipment to be used must be selected from a range of available alternatives.
- Guidance and advice are usually available within the time required to make a choice.
- Problems are occasionally of a complex nature with solutions not related to previously encountered situations. Some creativity and originality is required.

11. SPECIALIST KNOWLEDGE AND SKILLS:

- A knowledge of the Local Government Act, Regulations and internal accounting policies and other relevant legislation as they pertain to rates and valuations.
- Practical skills and knowledge to maintain and implement relevant systems and procedures.
- Understanding of computerised financial systems and personal computers.
- Understanding of the long-term goals and policies relative to the unit.



12. MANAGEMENT SKILLS:

- Skills in managing time, setting priorities, planning and organising one's own work to achieve specific and set objectives in the most efficient way possible within a set timetable.

13. INTER-PERSONAL SKILLS:

- Sound written and oral skills.
- Ability to communicate and gain cooperation from ratepayers.
- Ability to communicate within all levels of Council.
- Ability to communicate in a sensitive manner.

14. QUALIFICATIONS AND EXPERIENCE:

- Experience with computerised rating, GIS, VMOnline, financial systems and personal computers are preferable.
- Good understanding of accounting functions.
- Qualification in Finance or related field will be highly regarded.

15. EQUAL OPPORTUNITY:

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

16. PRIVACY AND CONFIDENTIALITY:

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy Act (Cth), the Privacy and Data Protection Act (Vic), the Health Records Act (Vic) and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at Council for any purpose other than the discharge of official duties.



17. **KEY SELECTION CRITERIA:**

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications **must** address the key selection criteria:

- Demonstrated relevant experience in accounting, property management, revenue collection or rates.
- Demonstrated experience in property information systems or other database management systems.
- Proven ability to deal with internal and external customers both over the phone and in person in a professional and consistent manner with demonstrated ability to solve problems through discussion, negotiation and teamwork.
- Strong personal organisation skills, including the ability to manage competing priorities, maintain attention to detail and meet deadlines.
- Competency in the full Microsoft Office suite combined with the ability to learn and utilise new software packages.
- Demonstrated commitment to professional development and continuous improvement.
- Current Victorian Driver Licence
- Willingness to undertake a pre-employment medical, police check and Working with Children Check.

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