



INFORMATION PACKAGE

POSITION VACANT

REVENUE MANAGER

REF NO: ESC328

CLOSING DATE: 4.30PM MONDAY 10 AUGUST 2020

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Scott Westbury on 0428 388 789



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Position Description

Revenue Manager


Position Code	280
Division	Finance
Location	Moruya Administration Offices
Band/Level	Professional / Specialist Band 3 Level 3

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values		We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
		We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
		We show team spirit	We nurture and value our relationships, bringing out the best in each other.
		We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
		We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Provide quality management and accounting of revenue through the structure, levy and collection of rates, water, sewer and the other like revenues. Manage and support the day to day operations of the Revenue Team.

Main duties and key result areas (KRA)

1. Policy and strategy: Analyze, develop, recommend and administer annual rates/revenue policies and charging strategies in consultation with Chief Financial Officer (including the Financial Assistance – Rates Donations, Debt Recovery, Rates and Debtors Hardship and the Water Usage Charging Policies).

KRA: Revenue policy, rating and charging strategies reviewed annually in conjunction with the preparation of Council's Delivery Program/Operational Plan and that no significant potential revenue is lost or incorrectly obtained due to incorrect treatment (for example, non rateables that should be rateable, missed change of classification of property or incorrect classification). Rates content/aspect of other policies reviewed in accordance with the requirements of those policies.
2. Levy, recovery and reporting: Plan and control the levy and collection/recovery of all rates property revenues, specialized revenue systems including metered water, trade waste, business charges for sewer and manage other revenues/recoveries as required (particularly legal recoveries). Preparation and completion of Permissible Income documentation.

KRA: Rates are determined in accordance with permissible income guidelines and Council policy. Annual Rates and instalment notices served and water accounts issued in accordance with statutory requirements and Council Policy. Permissible Income Workpapers and the Statement of Compliance are submitted for Audit to be included in the Annual Accounts within the statutory timeframe. There are no warranted complaints regarding recovery procedures and the outstanding rates meet adopted DP/OP targets.
3. Property Rates & Records: Control and maintain the Property and Rating system and the Valuation file.

KRA: Valuation data and rating information is up to date and accurate to ensure that correct revenue is obtained and new properties from subdivisions are accurately created and rated.
4. Accounting/recognition: Account for and recognize/accrue revenues into the financial systems.

KRA: Accounting recognition and accrual of revenue is up to date for quarterly financial reviews and year end deadlines with documentation filed via the Financial Accountant, and there are no errors (such as incorrect actual financial reporting, missed recovery of property related revenue items, delays in the year-end financial statements etc.)

5. Reconciliation and control accounts: Control accounts in the main financial ledgers related to detailed revenue systems are reconciled and any differences explained and corrected.

KRA: All reconciliations are completed, reviewed and signed off within 7 days of the end of each month. Accounting is accurate resulting in system integrity from successful reconciliations.

6. Water meters/billing: Provide management of water meter reading contract and ancillary water meter administration in support of the Water and Waste Section.

KRA: Water meters are read so that the adopted billing cycle per the DP/OP is achieved. There are no warranted complaints or problems that can be attributed to a failure of the Revenue Section's service level guarantee with Water and Waste Section.

7. Revenue updates and internal controls: Update back-office receipting to main financial ledgers. A Support and action Audit recommendations adopted by Management.

KRA: Revenue collection is accurate, timely, compliant with control procedures, supported by documentation and consistent with policy and Audit recommendations.

8. Staff management and operations: Review and evaluate Rates/Revenue operational plans and budget. Ensure the effective and efficient operation of the.

KRA: Operational plans are effective and cover related systems, quality/peer review and risk assessment on significant outputs, information/tasks, staff resourcing. Budgets are revised quarterly, are accurate and meeting deadlines.

9. Work plan/special projects: Deliver work plan and other projects as directed by the CFO.

KRA: Agreed targets for projects, work plan/s and other supervisory work are met.

10. Productivity and streamlining: Identify and implement opportunities to improve the productivity, efficiency and effectiveness of the Finance Team (including Rates/Revenue Group).

KRA: Demonstrable improvements in productivity (efficiency and effectiveness).

11. Finance management general: Actively contribute to the overall Finance Team cohesiveness, harmony and productivity.
KRA: Meetings are attended and positive contributions made. Rates Section meetings are held with an agenda and documented report on outcomes.

12. Customer service: Provide a focus on and culture of excellent internal and external customer services.
KRA: No unwarranted complaints related to customer services.

13. Actively participate in the ongoing development, monitoring and review of systems that ensure the application of EEO and Diversity principles.
KRA : Demonstrated support for and compliance with EEO principles and practices.

14. Ensure the health and safety of all persons through the continual improvement and implementation of Council's WHS Policy and WHS System, and associated WHS procedures.
KRA : WHS Policy and WHS system implemented and WHS practices improved at a local level.

Qualifications/Experience (Selection Criteria)

Essential

1. Demonstrated knowledge and experience in local government rating and revenue systems and management including the determination of permissible income or equivalent tertiary qualification.
2. A high level of interpersonal skills to engage and motivate staff and others to achieve required objectives.
3. Extensive knowledge/experience in Local Government finance, legislation and reporting requirements, particularly in the area of Local Government Rating functions.
4. Extensive knowledge/experience in budget management/review techniques.
5. Demonstrable ability to prepare detailed written reports and correspondence.
6. Demonstrable ability to organise workloads and meet deadlines.
7. Successful completion of (or willingness to complete) competency based WHS and EEO training at manager level as well as other WHS professional development for managers.
8. Demonstrated and significant contributions to promoting a safe and healthy workplace, EEO and the ability to quickly gain a thorough knowledge Council's WHS Policy and WHS System.

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Vacant
SUPERVISOR: Scott Westbury – Chief Financial Officer
DATE: July 2020

A satisfactory outcome as a result of a National Criminal History Record Check is a requirement for this position.

CONDITIONS OF EMPLOYMENT

Position Title:	Revenue Manager
Reference Number:	ESC328
Grading:	Grade 18 of Council's salary system
Salary Range:	In the range of \$99,764.99 to \$106,770.30 gross per annum comprised of: * \$91,109.58 to \$97,507.12 base salary, * \$8,655.41 to \$9,263.18 superannuation (calculated at 9.5%)
Vehicle:	A fully maintained Council leaseback vehicle (including full private usage) is available with this position.
Award:	Local Government (State) Award 2020
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	Full-time, 35 hours per week. Office hours are: 8.30am to 4.30pm Monday – Friday ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.



Location: Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.

Leave Entitlements: 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL DIVISION CHART

