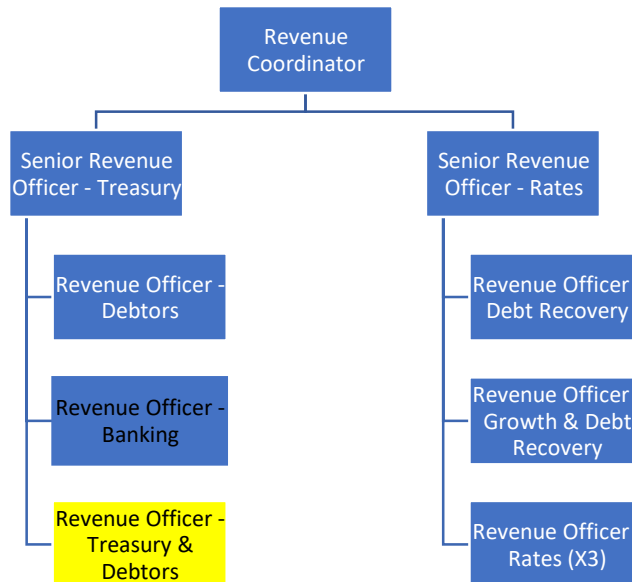


POSITION DESCRIPTION

Position Title	Revenue Officer – Treasury & Debtors
Position Number	21207
Division	Growth and Finance
Branch	Finance and Property Services
Grade	11
Special Requirements	Current Drivers Licence
Physical and Environmental Demands	n/a
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Leading

Reporting Structure



Position Purpose

This position is responsible for supporting Council's treasury function including providing assistance and back up for key accounting processes such as bank reconciliations, updating cashbook, sundry debtors and other financial reconciliations.

Key Result Areas

- **Treasury**
- **Debtors**
- **Branch Activities**
- **Customer Service**
- **Corporate Core Values**

Key Duties & Responsibilities

Treasury

Contribute to the following treasury functions:

- the reconciliation of Council's bank accounts (General Fund, Wages Advance & Civic Centre).
- The reconciliation of cashbook to bank statements and general ledger.
- The reconciliation, action and identification of any issues which require corrections for aquatic facilities (MALC, CSP and OPLC) income on a monthly basis.
- Undertake payment reconciliations for the bookables system into the general ledger
- Completing banking downloads and receipting on a daily basis (excluding downloads relating to rating).
- Reconcile, action and correct any issues in relation to payments received through Council's e-services platform.
- Participate in roster arrangements for the balancing of Cashiers on a daily basis.

Debtors

- Ensure the timely raising of sundry debtor invoices. Invoices must be accurate in terms of amount, GST calculations and costing to the appropriate ledgers including appropriate documentation.

Branch Activities

- Back-up duties for colleagues during periods of absence.
- Other relevant duties which may be required by the Team Leader or Manager.

Customer Service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.

Corporate Core Values

- Continuously display Council's corporate core values of leadership, innovation, partnership, commitment, safety and customer focus.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

WHS Responsibility

- Implement, monitor and/or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.
- Must be aware of operational and business risks, particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Essential and Desirable Criteria

Essential

- Certificate III in Financial Services / Accounting and/or relevant industry experience.
- Excellent customer service skills.
- Proven ability to relate to and deal with a diverse range of customers.
- Sound knowledge and application of the Microsoft Office suite of products.
- Excellent communication skills.
- Conflict resolution skills
- Able to work in a team environment and contribute to the broader goals of the team.
- Ability to apply EEO, WHS and ethical practice principles and to act with probity at all times.

Desirable

- An understanding of the Local Governing financial environment.
- Use of Local Government financial software such as Civica Authority.

Prepared By	Chief Financial Officer
Date Prepared	August 2023
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Employee Name:	
Employee Signature:	
Date:	