



Position Description

Position Title: Rates and Revenue Officer – Accounts Receivable

Tenure/Hours: Permanent Full Time
8 hours per day, Monday to Friday
On call for emergency operations

Position Summary: The Rates and Revenue Officer – Accounts Receivable is responsible for the management of all Accounts Receivable, ensuring accurate and timely processing of transactions, managing, and collecting Council’s debts, and supporting the Revenue Manager in financial reporting and auditing tasks.



COUNCIL MISSION

In partnership with tangata whenua and our communities, we will innovate and collaborate to enable a range of opportunities for the Tararua District.

Mā te mahi tahi mātou o kaunihera ki ngā tangata whenua, ka auaha aheinga mō tātou katoa o te rohe o Tamaki-nui-a-Rua



DISTRICT VISION

Vibrant, connected communities where our land and waters are nurtured and our people flourish.

Mā te whenua, mā te waiora tatou e ora ai hei hapori ngangahau hei hapori honohono hoki.

What you will do

- Manage the Accounts Receivable function for the whole Council, including the collection of outstanding debts and resolution of disputes.
- Liaise with MWLASS Debt Management Agency to reduce debt, improve the efficiency of the collection process, and escalate unresolved arrears.
- Administer the Council's electronic banking systems, ensuring smooth and accurate processing of financial transactions.
- Prepare and process financial data for inclusion in the quarterly and annual reports, ensuring accuracy and compliance.
- Contribute to the development of financial content for the Annual and Long-Term Plans, providing data and insights where required.
- Provide cover for Revenue Team functions during periods of absence or peak demand, ensuring business continuity.
- Review and update business processes regularly, ensuring they remain current and efficient, particularly in Promapp.
- Maintain and update debtor numbers, ensuring accurate tracking and reporting of outstanding accounts.
- Complete end-of-month financial tasks, including account reconciliations, report generation, and ledger balancing.
- Manage and process refunds, ensuring accurate record-keeping and timely disbursement of funds.
- Manage standing invoices on a fortnightly basis, ensuring accurate billing for recurring charges and payments.
- Manage and process rates rebate receipt batches, ensuring accurate allocation of rebates to rate accounts.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- At least 2 years of experience in a similar role, preferably within a local government or public sector environment.
- High level of accuracy in processing and managing financial transactions.
- Strong commitment to delivering excellent service and resolving customer inquiries professionally and efficiently.
- Familiarity with financial management software, electronic banking systems, and advanced use of Microsoft Excel.
- Clear and effective communication skills, both written and verbal.
- Ability to address and resolve issues related to revenue collection and customer accounts.
- Understanding of relevant legislation and its application to Council revenue processes.
- Ability to work collaboratively with colleagues across the Finance department and other Council teams.

Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Solid understanding of financial management principles, including budgeting, forecasting, and financial reporting.
- Ability to analyse data, identify trends, and make informed decisions based on financial insights.
- Experience in managing or contributing to projects aimed at improving processes or implementing new systems within a financial context.

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

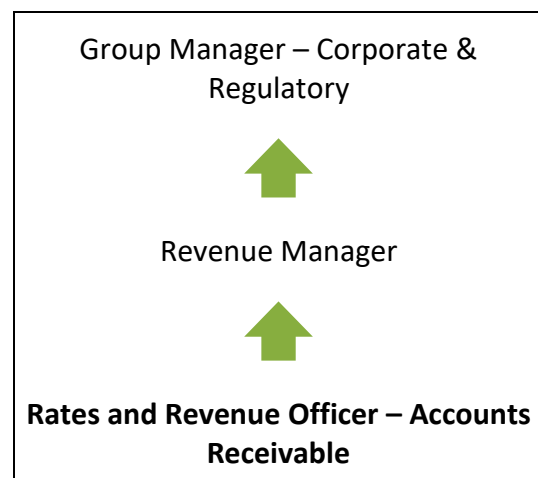
We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with mana whenua and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

Your reporting lines



Additional Information

Delegations

Number of people reporting to the role	Nil
Financial delegation	Nil
Contract delegation	Nil
Statutory delegation	Nil

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: