



Position Description

Position Title: Rates & Revenue Officer

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

Position Summary: This position supports the Revenue team with overall responsibility for the accurate management of Council's rating information and records. The role is responsible for assisting with the efficient maintenance, processing and reconciliation of rates transactions, and for undertaking related administrative and legislative tasks to ensure compliance with statutory requirements. Through a strong focus on accuracy, efficiency and customer service, the role contributes to the effective delivery of Council's rates and revenue functions and support positive outcomes for the community.



DISTRICT VISION

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

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

What you will do

- Complete final LIM checks in accordance with legislative requirements and Council procedures.
- Process rating applications, including mergers where contiguous properties are combined for rating purposes.
- Assess and process remission applications, including subdivisions and non-contiguous rating situations.
- Process rating changes arising from subdivisions and amalgamations.
- Complete remission calculations accurately and in line with relevant legislation and policy.
- Maintain and interpret the District Valuation Roll to ensure accuracy and compliance.
- Import and update valuation data received from Quotable Value.
- Reconcile valuation data against Quotable Value records to ensure consistency and accuracy.
- Support and participate in the three yearly revaluation process, including data checks and updates.
- Maintain accurate rating databases to support effective financial and statutory reporting.
- Ensure electronic file and document management is completed in accordance with Council record keeping requirements.

What you will bring

Required

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

- Demonstrated experience working in contracting or short-term assignments within teams experiencing high workloads, with the ability to quickly provide effective support and stabilise business as usual operations.
- Practical financial and administrative experience, ideally within a rates, revenue or local government environment.
- Sound working knowledge of financial systems and applications, with the ability to accurately process and reconcile transactions.
- Ability to quickly learn relevant systems, processes and legislative requirements and apply this knowledge effectively in a fast-paced environment.
- Proficiency in the use of Microsoft Office applications, particularly Word and Excell.
- Demonstrated high levels of accuracy in numerical and alphanumeric data entry.
- Strong organisational skills with the ability to work independently, manage competing priorities and exercise sound judgement with minimal supervision.

Desired

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

- Financial processing experience within a local government environment, including exposure to rates and revenue functions.
- Strong communication skills with the ability to engage clearly and professionally with internal and external stakeholders.
- Proven time management skills, with the ability to prioritise workloads, meet deadlines and maintain accuracy under pressure.

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

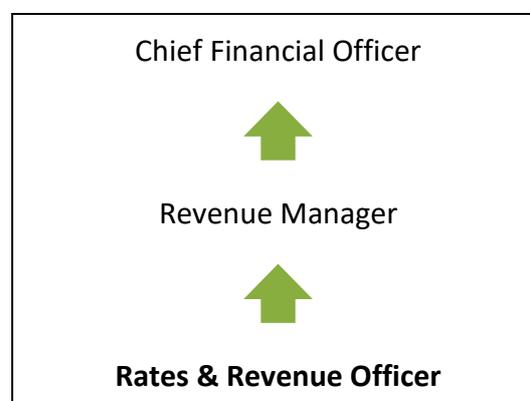
We will continue to evolve, leading our communities into a better future



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 council partnerships with Rangitāne o Tamaki Nui-ā-Rua and Ngāti Kahungunu ki Tāmaki-nui-a-Rua, giving effect to the settlement acts and our memoranda of partnership, while actively growing understanding 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 | As per Council delegations register |

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.)

.....
Approved: (Manager/Supervisor)

.....
Date:

.....
Agreed: (Staff Member)

.....
Date: