

Position Description – Revenue Accountant

Position Number:	1024
Directorate:	Services
Business Unit:	Financial Services
Hours Per Week:	35
Award:	Local Government (State) Award
Grade (SAS):	20
Location:	Civic Centre
Position Reports to:	Coordinator Revenue
Direct Reports:	Nil

Our Values



Customer focus

We listen to the needs and wants of our customers and provide exceptional customer service



Integrity

We are fair and consistent in our actions, and we act ethically, honestly, responsibly and respectfully



Consultation

We seek to understand before acting and are sensitive to residents' needs and situations



Leadership

We focus attention on what is really important, lead by setting a good example and seek to improve outcomes, processes and relationships



Equity

We deal equally and honestly with customers and each other

Position Overview

This Position Description is not a complete statement of all the Accountabilities, Responsibilities, Tasks and Outcomes etc. associated with the role. It is intended only to be indicative and descriptive of the role with the incumbent required to undertake any and all tasks requested that are within their skills, competence and training.

To assist the Coordinator Revenue with the revenue operations of Lane Cove Council, including levying and collection of Council rates, preparing monthly income reconciliations, issuing relevant accounts and Certificates, responding to Ratepayer enquires and customer requests and maintaining the rates database.

Principal Accountabilities

- Reconcile revenue accounts and complete end of month processes.
- Maintain Council's grant register including preparing acquittals.
- Maintain Council's investment register.
- Manage Council's debt recovery activities.
- Issue instalment and reminder notices in accordance with legislation and the Council's policies.
- Investigate and process refunds for rates and debtors accounts.
- Process Domestic Waste Charge adjustment.
- Assist with supplementary rates calculation and processing.
- Assist with year-end close and rollover of the rates database.
- Assist Revenue Coordinator to oversee efficient and accurate processing of rates enquires, miscellaneous debtors, receipting and bank reconciliation.
- Provide efficient and courteous assistance to Council's Ratepayers both in person and over telephone.
- Any other accountabilities or duties as directed by the supervisor and Chief Financial Officer which are within the employee's skills, competence and training, to assist to deliver high quality revenue services across Council.

Key Organisational Accountabilities

- Abide by the principles of Council's Code of Conduct – and other Council policies and procedures – in the carrying out of all Council duties: integrity, leadership, selflessness, objectivity, accountability, openness, honesty and respect.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, with honesty and fairness.
- Provide exceptional customer service by listening to the needs of each customer and action in a prompt, professional and courteous manner at all times.
- Foster innovation through seeking to improve outcomes, processes and relationships.
- A commitment to ensuring the organisation is child safe.
- Identify, assess and manage all risks associated with the function.
- A commitment to Council's Fraud and Corruption prevention strategy.
- Report injuries, accidents, incidents and near misses in the work area and on the corrective actions taken to prevent reoccurrence.
- Always ensure your actions contribute to a safe and healthy workplace.
- Use and properly maintain appropriate safety clothing and personal protective equipment.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.

Selection Criteria

Essential

Qualifications

- Tertiary qualifications at Degree level in Accounting, or equivalent work experience.

Skills/Experience

- Demonstrated experience in a similar role.
- Demonstrated experience in the use of word processing packages, database, spreadsheet and e-mail applications.
- Demonstrated strong and effective written and verbal communication and interpersonal skills with commitment to the provision of excellent customer service.
- Demonstrated effective time management and organisational skills with the ability to multi-task and balance competing priorities.
- Demonstrated experience preparing statutory financial reporting and annual financial statements to meet legislative and accounting standards.
- Demonstrated high- level problem-solving ability with proven strong attention to detail.

Desirable

- CPA Qualifications.
- Experience in the use of local government financial applications software e.g. Authority.
- Proven knowledge of local government rating systems and procedures.

Other

- Position Holder in this position will be subject to relevant and ongoing probity checks as determined by Council.

Signature

Position Holder: _____ Date: _____

Reviewed and Finalised

Date: July 2026