

Senior Rates Officer – Systems & Projects

- Full time, Temporary (Parental Leave replacement from January 2027 to December 2027)
- Band 5, Starting salary $81,411 plus superannuation
- Base hourly rate $41.20 plus superannuation

The Role

Working within our Rates team, you will provide high-level administrative and project support across rates and property information to ensure the smooth operations of the team and ensure that functions are undertaken accurately and on time.

In this varied role, your responsibilities include:

- Undertaking a range of administration tasks including rate reconciliations, production of rates notices and providing property information
- With a customer service focus, respond to enquiries
- Provide project support including undertaking research, preparation of project plans, monitoring and reporting on project status
- Provide systems support (Pathway, Infor), maintain rates systems and data bases to ensure they are kept up to date
- Support in the development and implementation of policies, procedures, and systems information

This is a temporary parental leave backfill position from January 2027 to December 2027.

About You

To succeed in this role, you will have:

- Relevant experience in a rates or financial administration role
- A customer service focus with strong verbal and written communication skills
- Strong computer and systems skills, with ability to identify and implement continuous improvements
- Skills in project management and ensuring projects are completed on time and as for the scope
- Excellent time management skills, with the ability to prioritise tasks

This role requires a police records check.

Benefits

- Full time position with flexible work options | Discounted gym memberships
- Values based organisation | Training & development opportunities
- Generous leave entitlements

Visit our Employee Benefits website for more of our benefits.

Position Description

Please view the position description and detailed position demands document in “Job Attachments”



Contact

If you require any further information regarding this position, please contact **Kate Stone, Coordinator Rates, (03) 5434 6019.**

To Apply

Please submit your cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume by **11pm, Wednesday 2 December 2026.**

About Us

The City of Greater Bendigo is in the heart of central Victoria on Dja Dja Wurrung and Taungurung Country. Located just 90 minutes' drive from Melbourne, our region offers all the benefits of a large city with a warm and welcoming country feel.

Greater Bendigo is an attractive region that is famous for its food and wine, and boasts the Bendigo Art Gallery, theatres, stunning heritage buildings and natural surrounds that provide great recreational opportunities. There are also high quality education and health services, a wide range of housing options, excellent rail and road networks, and Bendigo Airport has regular direct QantasLink flights to Sydney.

We provide more than 65 important services to support our community, which is heading towards a population of 200,000 by 2050. Now is a great time to join us!