



Revenue Officer – Debtors

Location: MidCoast NSW

Looking for more than just your next job?

Join a team that's helping shape the future of the MidCoast while enjoying the perfect balance of meaningful work and an exceptional lifestyle on the [Barrington Coast](#). Here, your contribution matters – to your community, your team, and your own future.

The Opportunity

We are looking for an experienced finance administration professional to join our Revenue team as Revenue Officer – Debtors.

In this role, you will manage the day-to-day administration of Council's debtor accounts—from issuing invoices and allocating payments through to monitoring outstanding balances and completing initial follow-up action. You will also maintain customer records, process refunds and direct debits, assist with reconciliations and respond to account enquiries.

Accuracy and follow-through are important in this role, but so is customer service. You will often be the person helping customers understand their account, resolve a payment issue or work through what needs to happen next.

This is a practical, hands-on finance role offering variety, responsibility and the opportunity to contribute to the effective management of Council's revenue.

In this role, you will:

- Manage the timely issue and collection of Council debtor accounts.

- Allocate payments accurately and investigate payment errors or mismatches.
- Process authorised refunds, transfers and adjustments for debtor accounts.
- Issue monthly statements for outstanding accounts.
- Review outstanding balances, issue overdue notices and refer accounts for further recovery action when required.
- Maintain accurate customer and debtor records, including creating new accounts and resolving duplicate records.
- Assist with reconciling debtor balances to the general ledger and clearing suspense accounts.
- Respond to account enquiries and help customers understand and resolve billing or payment matters.
- Process electronic payments and prepare direct debit files for Council's bank.
- Work with the wider Revenue team to improve processes and maintain an efficient, reliable service.

What you'll bring

You will be organised, accurate and comfortable working with financial systems and detailed account information. You will be able to manage routine deadlines while responding professionally to customer enquiries and resolving issues as they arise.

You will also have:

- A minimum Certificate IV in Accounting, Finance or an equivalent qualification. Diploma-level qualifications will be viewed favourably.
- Experience processing, recording and reconciling financial or property-related transactions.
- Sound numerical skills and a strong eye for detail.
- The ability to investigate discrepancies and work through routine financial problems.
- Experience providing professional customer service to internal and external customers.
- Good communication skills and the ability to build constructive working relationships.

- The ability to organise your workload and meet required timeframes.
- The ability to interpret and apply relevant legislation, regulations, standards and procedures.
- Confidence using Microsoft Office, particularly Excel, and accounting or property-based systems.

Experience in local government is not essential. What is important is your ability to work accurately, learn systems quickly and provide a reliable service to customers and colleagues.

What we offer?

We are committed to the growth of our employees and have a range of benefits available to support wellbeing and career development. [Click here to find out more.](#)

Looking to relocate? From housing and transport to community connections and personalised support – discover a range of local services designed to make your move to the MidCoast region easier. [Learn more here.](#)

Salary: Commencing salary circa \$68,000p.a. plus superannuation.

Location: This position will be based at our Administration Centre in Yalawanyi Ganya at 2 Biripi Way, Taree. You may also be required to be based from other Council sites across the MidCoast Council region.

Tenure: Permanent, Full Time.

Closing date: Sunday, 25 October 2026 at 11:00 pm.

For questions relating to the position requirements please contact David Roach – Financial Operations and Compliance Coordinator who is the hiring manager for this role. David can be reached on (02) 7955 7685 or at david.roach@midcoast.nsw.gov.au.

For enquiries regarding the application process contact Corinne Matlwaski, Human Resources Business Partner who is the HR representative for this role. Corinne can be reached on (02) 7955 7275 or at corinne.matlawski@midcoast.nsw.gov.au.

How to apply:

- When responding to the questions below, please include detailed and relevant examples of your skills and experience. Using the STAR method can help you prepare clear and concise responses using real-life examples. For more information regarding the STAR method, [please click on this link.](#)

- Please avoid using AI to generate responses to answer the questions in your application.
- You have the option to save your application prior to submitting, however please ensure you don't forget to submit your application before the closing date.
- Click the "NEXT" button at the bottom of the application form to attach your resume. We recommend using Pdf formatting where possible.
- Attaching a Cover Letter is not a requirement of the application process. However, there is an 'optional field' to attach a Cover Letter, if you wish to do so.
- We will be in touch via email.

Our organisation

At MidCoast Council our people are our most important resource and we believe that we can only reach our full potential when you reach yours. This is the place for those who seek to play a role in the community and have an enthusiasm to learn and grow. Here you can make a real difference.

Our community is our customer and is at the centre of everything we do. We value, support and empower our people to deliver positive results for our community.

Right now, we are investing heavily in our organisation, and our people. Our Administration Centre is a state-of-the-art facility designed to inspire innovation, creativity and collaboration. The building has been named 'Yalawanyi Ganya' which means "sitting/meeting place" in the Gathang language of the indigenous people across the MidCoast Region.

About the MidCoast Region

From lakes and estuaries to white sandy beaches to world heritage mountain wilderness, the MidCoast region offers an attractive lifestyle for everyone. Our community is characterised by its welcoming attitude, growing economy and natural beauty. These are the pillars of the quality of life we value.

Our commitment

At MidCoast Council we are committed to providing equal employment opportunities. Our aim is to provide all of our staff with an inclusive, safe and healthy working environment. We never discriminate on the basis of race, religion, national origin, gender identity or expression, sexual orientation, age or marital, veteran or disability status. If you have a disability and need to request any adjustments to assist with the application process, or to discuss workplace adjustments you may require, please contact the HR representative.

Council also recognises the skills and attributes of veterans and welcomes applications from ex-service personnel.

We respectfully ask that recruitment agencies do not contact us at this stage.