



Revenue Accountant

Business Unit	Corporate and Community
Areas of Responsibility	Accounts Receivable
Team	Finance and Business
Classification	CPL EBA Level 6 - 7
Reporting to	Manager Finance and Business
Positions Reporting to it	Senior Rates Officer (1 FT) and Accounts Receivable Officer (0.6FTE)
Employment Condition	<i>City of Port Lincoln Enterprise Bargaining Agreement 2025 - 28</i>



Economic Growth and Opportunity

We will be an innovative, diverse and growing local economy



Liveable and Active Communities

We will be a healthy, safe, inclusive and empowered community



Governance and Leadership

We will be strategically driven, community aware and accountable



Sustainable Environment

We will be clean, green, renewable and resilient



Community Assets and Placemaking

We will be a welcoming, liveable and accessible City

OUR VALUES



RESPECT

We are **Approachable | Considerate | Empathetic | Inclusive
Professional | Understanding**

- We are **open** to **constructive feedback** and **ideas** from everyone.
- All people feel **accepted** and **valued** in the workplace.
- Everyone has the opportunity to be **heard**.



INTEGRITY

We are **Accountable | Consistent | Authentic
Trustworthy | Genuine**

- We **do** what we say we do, and **speak up** beforehand if we can't.
- We act **honestly** and **transparently**.
- We **own** our **decisions**, **celebrate** our successes, and **learn** from our mistakes.



INNOVATION

We are **Inspiring | Progressive | Adaptive**

- We **empower** our people to **improve** the **effectiveness** and **efficiency** of their work.
- We are **flexible** and **open-minded** to change.
- We find ways to do **more with less** (except for safety!)
- We **think differently** and **apply learnings**.



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How does this Position contribute to our community?

The position of Revenue Accountant contributes to the community by ensuring responsible and transparent management of public funds. Through maintaining financial transparency and ensuring compliance, this role safeguards public funds and builds community trust.

What does this position do?

The Revenue Accountant exercises managerial and specialist responsibility for Council's revenue and core financial reporting functions. Working under limited direction, the position sets outcomes for the revenue work area and is accountable for accurate and timely statutory and management reporting, regulatory compliance and the effective stewardship of Council's financial resources. The role controls and coordinates the significant functions of annual financial statements, long term financial planning, rates, sundry debtors and debt recovery, treasury and cashflow management, financial reconciliations and the annual rate levy. The Revenue Accountant supervises the Senior Rates Officer and Accounts Receivable Officer, establishes priorities and monitors work outcomes, and exercises delegated authority in relation to rates, debtors and financial administration. The role establishes and reviews organisation-wide financial procedures and work practices, resolves complex professional and operational issues, provides expert advice across Council, and acts as Manager Finance and Business when required.

Key Objectives

- Exercise managerial and specialist responsibility for the preparation and delivery of Council's annual financial statements, working papers and supporting documentation, setting required outcomes and ensuring accuracy, completeness and compliance with accounting standards, legislation, audit requirements and statutory timeframes.
- Lead, control and coordinate the development of Council's long term financial plan, determining appropriate financial assumptions, methodologies and modelling, and providing expert analysis to support strategic financial planning and Council decision-making.
- Manage and supervise the Senior Rates Officer and Accounts Receivable Officer, establish priorities and performance outcomes, allocate and monitor workflows, provide professional direction and support capability development, and remain accountable for the quality, timeliness and legislative compliance of these critical revenue functions.
- Exercise managerial responsibility authority for Council's rates and sundry debtor functions, including oversight of rating administration, debt recovery, payment arrangements, rates classification objections and other complex rating matters, and establish effective revenue management procedures and controls.
- Exercise delegated authority and accountability for Council's annual rate levy process, including rate modelling, levy generation and validation, application of rates and interest, oversight of property and valuation changes received from the Office of the Valuer-General, and approval or determination of rating and debtor matters within delegated limits.
- Control and coordinate Council's treasury and cashflow management within approved and delegated parameters, including determining cash requirements, managing investments and loan interest obligations, and making operational decisions necessary to support Council's financial commitments, operations and projects.
- Establish, lead and maintain Council's core financial reconciliation framework, including bank, rates, debtors, revenue, suspense accounts and reserves; investigate and resolve complex discrepancies; and remain accountable for the integrity of financial information and associated controls.
- Control the preparation and reconciliation of BAS, FBT and other statutory financial returns, resolve complex taxation and reporting matters and ensure all obligations are completed accurately within required timeframes.

- Lead and be accountable for preparation of the Grants Commission return and control the provision of financial information and reporting required for grant acquittals.
- Prepare and coordinate significant revenue and financial components of the Annual Business Plan and budget, including rate modelling, revenue calculations, budget submissions and expert financial analysis for senior officers and Council.
- Develop, establish, implement and review organisation-wide financial procedures, work practices and controls for invoicing, receipting, reconciliations, reporting and related processes, ensuring they support corporate objectives, legislative compliance and effective internal control.
- Review operations, financial processes and systems to determine their effectiveness, select appropriate methodologies and lead implementation of agreed improvements, including improvements to long term financial planning, monthly financial reporting and revenue administration.
- Provide expert Council-wide advice and functional leadership in the use of MAGIQ and related financial processes, determine and implement system and process improvements, and direct or deliver training to finance staff and other users.
- Provide expert and specialist accounting, rating and financial advice to managers and staff on complex matters; interpret legislation, accounting standards, policy and financial requirements; influence operational decisions; and negotiate or reconcile differing viewpoints to resolve organisational issues.
- Control and coordinate the accounting and documentation requirements associated with the sale and disposal of assets, providing specialist advice and ensuring appropriate financial treatment and controls.
- Take responsibility for the preparation, quality assurance and coordination of financial information and agenda material for the Audit and Risk Committee and other relevant committees, and provide specialist advice or explanations as required.
- Act as Manager Finance and Business when required, exercising the delegated authority and management responsibilities assigned for the period and providing continuity of leadership, decision-making and financial operations.
- Approve, review or recommend rating, debtor and financial transactions within delegated limits and ensure appropriate segregation of duties, records and internal controls are maintained.
- Provide direction to the Senior Rates Officer on complex or non-standard rating matters and remain accountable for outcomes, compliance and escalation of matters beyond the position's delegated authority.
- Make decisions and provide directions within the revenue work area, including decisions that affect rating administration, debtor management, statutory reporting, cashflow and the integrity of Council financial information.
- Exercise the financial, rating and administrative delegations assigned to the position by the Chief Executive Officer, including delegated authority relating to rates and sundry debtors, minor write-offs and other approved financial matters.

WHS and Compliance

Comply with WHS obligations under the *Work Health & Safety Act 2012* by taking reasonable care for own and others' safety, following instructions and procedures, and reporting hazards and incidents. Undertake responsibilities as identified within the Council's WHS Roles and Responsibilities Register.

Key responsibilities:

- Follow safe work procedures and use equipment correctly
- Report hazards, incidents, and near misses promptly
- Participate in WHS training and consultation activities

Essential Qualifications, Experience, Knowledge & Skills

- A degree in Accounting, Finance, Business Administration or a related field, together with substantial relevant experience in complex financial, revenue or local government functions.

- Comprehensive knowledge of Australian Accounting Standards, statutory requirements applying to Council finance and rates, and financial governance and internal control principles.
- Proficient IT skills
- A proactive and results-oriented approach with a commitment to continuous improvement.
- High level of integrity and professionalism in handling confidential financial information.
- Demonstrated managerial and organisational capability to set outcomes, establish priorities, control and coordinate significant work functions, and achieve statutory and corporate deadlines under limited direction.
- Strong knowledge of budgeting, long term financial planning and financial reporting processes, with the ability to lead development and delivery of Council's long term financial plan.
- Strong capability in the preparation, analysis and interpretation of financial statements and complex financial information.
- Strong communication and influencing skills, including the ability to lead technical financial discussions, provide specialist advice, explain policy and financial requirements, resolve issues and reconcile differing viewpoints across the organisation.

Highly regarded but not essential Qualifications, Experience, Knowledge & Skills

- CPA, CA, or equivalent professional accreditation, or working towards an equivalent qualification.
- Experience with MAGIQ financial systems and a track record of providing training and support.
- Experience supporting internal audits, particularly in the areas of financial reconciliation and reporting.
- Knowledge and understanding of local government legislation, guidelines, and standards relevant to the area of operation.

Key performance indicators

Accurate and Timely Financial Reporting: Lead delivery of accurate annual financial statements, Grants Commission returns, statutory reporting and reconciliations within required timeframes.

Compliance and Audit Readiness: Maintain effective financial controls, compliant reporting and audit-ready financial records, with issues identified and addressed promptly.

Effective Revenue Management and Delegated Authority: Rates, sundry debtor, debt recovery and annual levy functions are controlled effectively; delegated decisions are timely, lawful, properly documented and within authority; and complex matters are appropriately resolved or escalated.

Effective Treasury and Work Area Management: Treasury and cashflow requirements are managed within approved parameters, work outcomes for the Senior Rates Officer and Accounts Receivable Officer are established and monitored, and Council operations and commitments are supported without avoidable disruption.

Corporate Requirements

We expect employees of the City of Port Lincoln to embrace the below principles

POLICY & PROCEDURE	Observe and adhere to Council Policies, Procedures and Best Practice Statements. Comply with Record Management requirements as per the State Records Act 1997.
WORKPLACE FLEXIBILITY	<p>Council acknowledges that a multi-skilled workforce provides a broader range of skills which bring a greater flexibility to the work area, you may therefore be asked to comply with reasonable direction to perform duties outside of the scope of the position description.</p> <p>Employees are responsible for managing their leave and accrued time so that entitlements do not impact negatively on their work team.</p>
WHS & RISK MANAGEMENT	<p>Adhere to Council's Work Health & Safety (WHS) and Risk Management requirements including participating in the review of Policies and Procedures.</p> <p>Contribute to a constructive culture where safety is placed first.</p>
RECORD KEEPING	Employees are responsible and accountable for adequately managing the corporate records they create and receive according to relevant policies, procedures and legislation, including the State Records Act.
TEAMWORK	Proactively participate in your work team and comply with the Code of Conduct for Council Employees 12.63.12.

We are an equal opportunity employer and are committed to providing a workplace free from discrimination, where all individuals are treated with fairness and respect regardless of age, gender, race, disability, cultural background, or any other protected attribute.

ACKNOWLEDGEMENT

This position description has been designed to indicate the general nature and level of work performed by employees in this position and classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks and responsibilities required of employees assigned to the role.

Demonstrate a commitment to child safety, diversity, inclusion, accessibility, reconciliation and cultural respect by complying with relevant policies, procedures and legislative requirements, participating in required training, and undertaking duties in a safe, respectful, equitable and inclusive manner.

I, _____ understand that this revised position description reflects the current requirements of my role.

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Signed

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Date