



EXTERNAL VACANCY

Revenue Officer – Corporate and Community

Level 2

Queensland Local Government Industry (Stream A) Award – State 2017

Salary \$64,825.00 – \$69,021.00 per annum

(Dependent on qualifications and experience)

An opportunity exists within Mount Isa City Council for a **Revenue Officer** to join our Revenue team. The purpose of the role is to support the Finance function through the raising of rates, water and general revenue for Council and the provision of specialist advice related to revenue raising activities.

The successful applicant will have:

- A team approach and the ability to effectively multi-task across several competing priorities is essential;
- Self-motivated with strong time management, problem solving and decision making abilities;
- A high level of confidentiality and ability to exercise discretion in a professional manner is essential;
- Well-developed interpersonal communication and negotiation skills;
- Well-developed professional level customer service skills;
- Ability and a willingness to gain knowledge and skills through on-the job training;
- Sound computing knowledge including Microsoft Suite and PCS LG Software;
- An understanding of local government, rating procedures, and related sections of the Local Government Act 2009; or an ability and willingness to gain this knowledge;
- Experience in accounts receivable would be viewed favourably;
- Experience within a Council's property or revenue environment is a distinct advantage;

You are required to provide written responses to the Key Selection Criteria which is located in the back of the position description.

Applicants may be required to undertake and pass a pre-employment medical.

The benefits of working for Local Government:

Council offers excellent working conditions, generous superannuation benefits (up to 12%); 36.25 hour working week with Council's flexitime agreement and 5 weeks annual leave.

Applications/Enquiries:

You will require the application form and Position Description to effectively respond to the Key Selection Criteria. Applications should be supported by full resumes, a completed application form and must address the Key Selection Criteria as detailed on the Position Description.

Applications Close on Monday 10 May 2020 at 5pm.

PO Box 815 MOUNT ISA QLD 4825

Website: www.mountisa.qld.gov.au

"Mount Isa City Council is an Equal Opportunity Employer with a non-smoking work environment"

Applicants must be eligible to live and work within Australia



Mount Isa City Council

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