



SOUTH BURNETT
REGIONAL COUNCIL

Employment Opportunities

COORDINATOR RATES (KINGAROY)

Permanent Full Time

\$80K - \$93K per annum + Allowances + Super

Council is seeking a Coordinator to lead the Rates Team in the coordination of Council's rating operations in accordance with statutory requirements, applicable accounting standards and Council policies. This position will provide rates information, conduct rating modeling research and prepare sensitivity analysis for the annual operating budget, and liaise with external agencies and relevant departments regarding the timely uploading of property valuation data and provide statistical analysis of valuation movements for budgeting purposes. This position will also supervise the rates adjustment processes and coordinate debt recovery processes. The successful applicant will have proven experience in coordinating the rating function within a medium-sized local government authority, and comprehensive knowledge and experience in rating procedures in accordance with the Local Government Act 2009, Local Government Regulation 2012 and other relevant legislation. It is also desirable that the applicant will also have a high level of proficiency in the use of MS Office Suite and experience in business systems such as TechnologyOne or similar.

MANDATORY:

- Minimum requirement of a current C Class driver's licence

BENEFITS INCLUDE:

- Work/life balance (9 Day Fortnight Roster).
- Up to 12% employer superannuation contribution.
- Access to Salary Packaging Benefits, Corporate Memberships and Health and Wellbeing programs.

Your application must include:

- A cover letter including statements addressing the key selection criteria (these and tips to complete are available on our website).
- Current resume.
- Copies of your tickets, licenses and qualifications that are listed on the position description.

To find out more about this position and how to apply go to **www.southburnett.qld.gov.au**.

Information can also be obtained by visiting a Customer Service Centre or by contacting People & Culture on 07 4189 9100

APPLICATIONS CLOSE 4:00PM FRIDAY, 29 OCTOBER 2021