

Position description

Revenue Officer – Debtors (Fixed Term)

Position code:	279
Division:	Finance
Location:	Moruya Administration Office
Band/Grade:	Administrative / Technical, Trades Band 2 Level 2 – Grade 12

Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative

We ask for and share ideas, insights and knowledge.
We find strength and reward in working together.

We are respectful

We show respect and compassion to each other and our community. When there are issues, we go to the sources.

We show team spirit

We nurture and value our relationships, bringing out the best in each other.

We are professional

We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting

We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Manage Council's Debtors systems, prepare and issue invoices and statements, reconcile financial ledgers. Provide ongoing assistance in relation to revenue tasks including issuing notices, categorisation and journals.

Main duties and key result areas (KRA):

1. Ensure preparation of debtors invoices for services provided by Council, maintain debtor accounts, issue monthly statements and reconcile Debtors Ledgers, with controls in associated Financial Ledgers.

KRA: Invoices issued within 30 days of service provision; Statements are issued monthly. Debtors ledgers accurately maintained and reconciled to controls in Financial Ledgers within seven days of close of month.

2. Ensure all revenue is recognised in the financial systems in a timely and accurate manner.

KRA: Receipting is recorded directly to debtors ledgers in a timely and accurate manner. No significant revenue omissions in financial reporting.

3. Monitor and ensure recovery of outstanding debts, negotiate settlement terms, assess and refer for recovery or recommend abandonment using assistance from the Recoveries Officer and provide aged reports to stakeholders as required.

KRA: Arrangements are made for the settlement of outstanding debts in accordance with Council standards and overdue debts referred for recovery after 90 days.

4. Once private works have been completed and costings finalised, prepare and issue invoices as detailed in the work order, ensuring charges raised are correctly itemised in line with the required costings.

KRA: Applications for Private Works are administered and invoices issued in accordance with the Request for Private Works Terms of Trade and Council's procedure.

5. Ensure the debtors and related revenue systems are compliant with all taxation requirements and that they facilitate the efficient preparation of BAS returns.

KRA: Accurate debtors and related information is available for BAS returns and for any audit.

6. Provide ongoing assistance and support to the Revenue Officer – Notices, Categorisation and Certificates including, issue of rates and water notices, categorisation reviews and journal processing as required.

KRA: Assistance provided to ensure the achievement of deadlines.

7. Respond to all debtors related correspondence and enquiries and provide assistance with revenue related correspondence and phone enquiries.

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KRA: All correspondence and enquiries answered in accordance with Council Policy.

8. Provide excellent internal and external customer service.

KRA: No significant warranted complaints related to customer service.

- 9 Follow EEO and diversity principles and practices.

KRA: Work practices are compliant with EEO and diversity policies and procedures.

- 10 Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.

KRA: Council's WHS policies and procedures complied with.

Qualifications/experience (selection criteria)

Essential

1. Significant experience in computerised debtors and financial systems, basic accounting and goods and services tax.
2. Demonstrable ability to gain and implement knowledge of Council's systems, policies and procedures, particularly relating to debtors, debt recovery and credit control.
3. High level of verbal and written communication, customer service and conflict resolution skills and knowledge of MS Office programs.
4. Demonstrated organisation skills to co-ordinate and prioritise a range of tasks in a busy environment to meet strict deadlines.
5. Ability to work successfully as part of a team.
6. Knowledge of Local Government Legislation, for example Local Government Act and Regulations.

A satisfactory outcome as a result of a National Criminal History Record Check is a requirement for this position.

The requirements outlined in Eurobodalla Shire Council's Policies and Codes of Practice apply to all employees of Council.

Supervisor:

Revenue Manager

Date:

October 2026

Position Description:

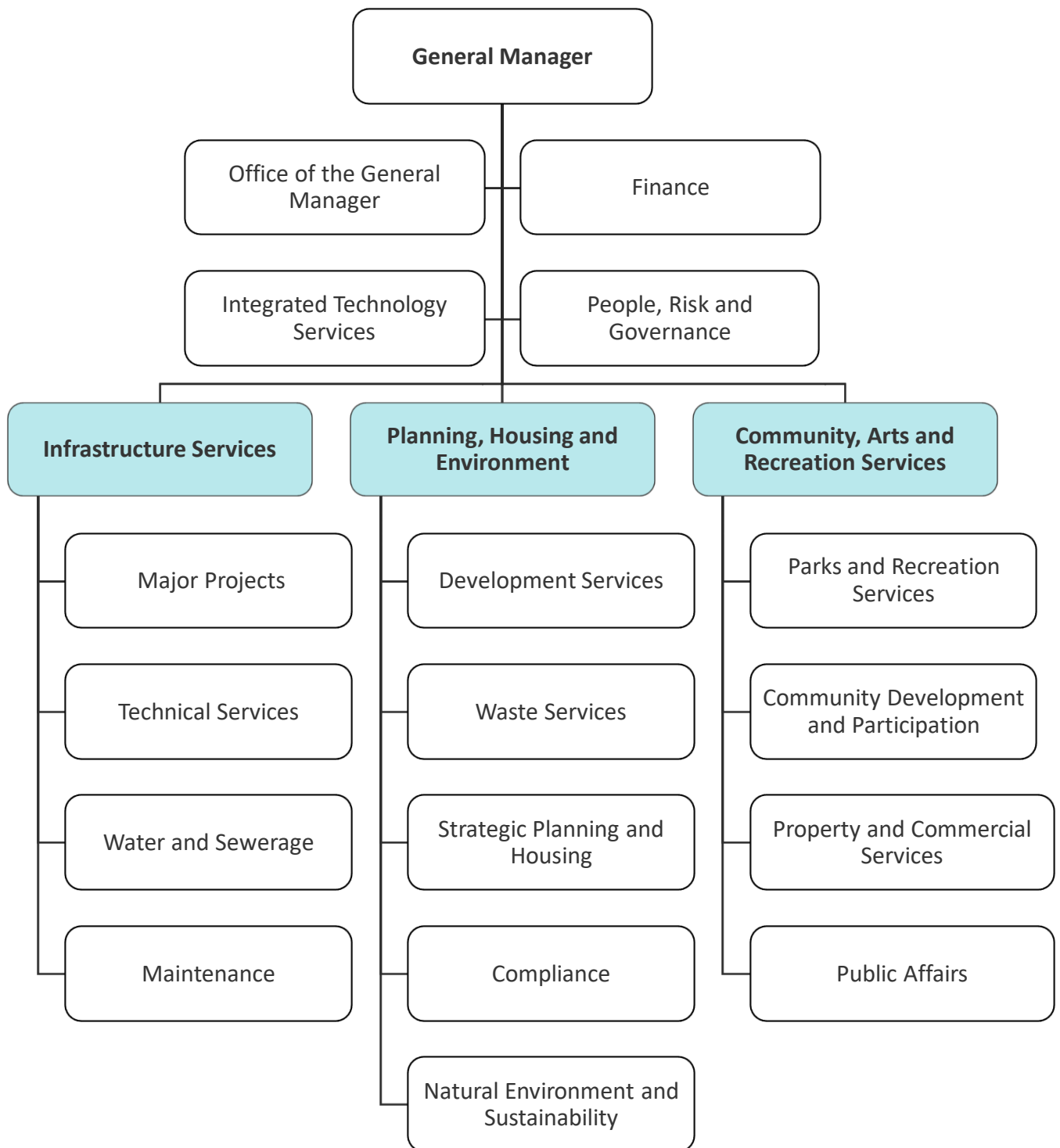
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Conditions of employment

Position title:	Revenue Officer – Debtors (Fixed Term)
Grading:	Grade 12 of Council’s salary system
Salary range:	In the range of \$90,889.16 to \$99,211.03 gross per annum comprising: • \$81,151.04 to \$88,581.28 base salary • \$9,738.12 to \$10,629.75 superannuation (calculated at 12% of the base salary)
Award:	Local Government (State) Award 2026
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Duration:	This is a fixed term role until Friday 7 May 2027. There is no implication or guarantee of ongoing work beyond that date.
Hours of work:	Full time, 70 hours per fortnight. Office hours are: 8:30am to 4:30pm Monday to Friday (with one hour break) Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.
Location:	Based from Council’s Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.
Leave entitlements:	Upon commencement, employees on a fixed term contract are credited one week sick leave and an additional one week after each six months of service. One week of My Leave will also be credited, with an additional week provided on each anniversary of appointment.

Organisation chart



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