

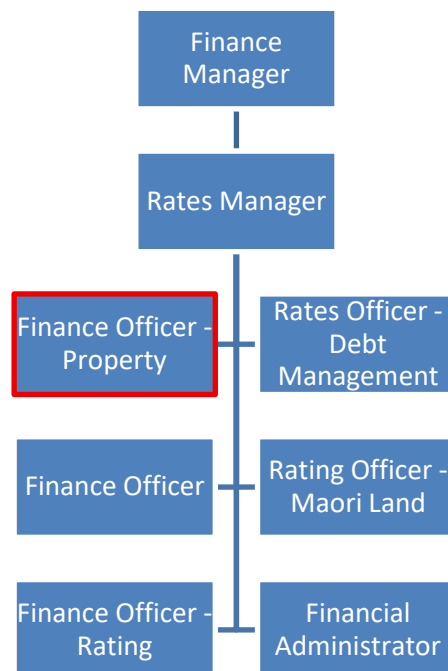
FINANCE OFFICER – PROPERTY ĀPIHA PŪTEA

POSITION DESCRIPTION

POSITION INFORMATION

| | |
|----------------------------|--------------------------|
| Group | Organisation Performance |
| Team | Finance |
| Reports to | Rates Manager |
| Direct Reports | Nil |
| Primary Location | Taupo |
| Financial Authority | \$0 |

TEAM STRUCTURE



POSITION PURPOSE

- Maintain Council's parcel database and process subdivisions
- Maintain the District Valuation Roll
- Rating Information Database – team support

KEY RESPONSIBILITIES

| Responsibility | Key Functions/outcome |
|---|---|
| Maintain Council's parcel database and process subdivisions | <ul style="list-style-type: none"> • Enter and match parcel id numbers for Council's internal web mapping application • Create new land parcels on notification that land is to be subdivided • Accurately load data related to the new property, i.e. legal descriptions, land areas, certificate of title, street name, trade names • Update the status when title is issued • Assess rates factors after valuation is complete • Provide support to the LIMS officer and update data to allow accurate processing of LIMS for customers • Handle customer enquires in relation to property and subdivision queries • Addressing for the district; allocating new addresses and liaising with LINZ to ensure both databases match |
| Maintain the District Valuation Roll (DVR) | <ul style="list-style-type: none"> • Liaise with Value Service Provider (VSP) and update DVR data • Provide data to VSP when requested • Upload valuation data sent through from the valuers for maintenance valuations and maintain rates factors • Issue valuation notices for maintenance valuations when work has been done and a building consent is issued • Load manual consents for work done that did not require a building consent • Action and advise customers of the outcome for settled objections on VSP's instruction • Respond to rating valuation queries |
| Rating Information Database – Team Support | <ul style="list-style-type: none"> • Assist the Revenue team with ad-hoc customer queries in relation to rates information • Provide ad-hoc reports |
| Records and Reporting | <ul style="list-style-type: none"> • Ensure accuracy of information/records in systems adopted by the department/organisation. • Produce accurate reports as required for managers and/or The Executive |
| Health & Safety and Wellbeing | <ul style="list-style-type: none"> • Take responsibility for your own health and safety • Ensure your own actions keep self and others safe • Identify, report and assist to eliminate hazards/risks in workplace • Participate in local workplace safety management practices • Participate in workplace wellbeing initiatives • Ensure compliance under Health and Safety at Work Act 2015 |
| Project Management | <ul style="list-style-type: none"> • Undertakes projects and/or other initiatives that may be assigned by the manager or The Executive |
| Emergency Management | <ul style="list-style-type: none"> • Participates in civil defence emergency management (CDEM) events and training if required |

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

| Internal | External |
|--|--|
| <ul style="list-style-type: none"> • Finance Team • Digital Solutions Team • Customer Experience Team • Infrastructure Team • Other Council Staff | <ul style="list-style-type: none"> • Ratepayers and general public • Local Government agencies • Solicitors • Valuation service provider • LINZ |

Six key behaviours summarise how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

| Essential | Desirable |
|---|---|
| <ul style="list-style-type: none"> • NZQA Level 2 or equivalent level of learning through experience | <ul style="list-style-type: none"> • Tertiary qualification in finance |

Personal Attributes

| Essential | Desirable |
|--|---|
| <ul style="list-style-type: none"> • Team player • Excellent communicator • Ability to multitask • High attention to detail • Adaptable to change • Solution focused | <ul style="list-style-type: none"> • Flexible • Eager to learn • Remains calm under pressure |

Competencies and Experience

| Essential | Desirable |
|---|--|
| <ul style="list-style-type: none"> • Property related work history | <ul style="list-style-type: none"> • Local Government work experience |

| Essential | Desirable |
|---|---|
| <ul style="list-style-type: none"> • Customer focus – working to achieve total customer satisfaction (includes internal and external customers) • Data entry – ability to process data with accuracy • Microsoft Office suite (in particular Excel and Word) • Articulate written communication • Digital competence • Communication and interpersonal skills | <ul style="list-style-type: none"> • Interpret property title information • Customer contact information and related database updates • Knowledge of Local Government (Rating) Act 2002 • Knowledge of computer rating systems (TechnologyOne & Magiq) • Parcel database • District Valuation Roll • Financial reconciliations • Accounting principles • Conflict management |

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

| | Manager | Employee |
|-----------|---------|----------|
| Name | | |
| Signature | | |
| Date | | |