



Shire of
Bridgetown-Greenbushes
The heart and soul of the South West

RECRUITMENT INFORMATION PACKAGE

Rates / Revenue Officer

Full Time with option for Part Time job share

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position, please contact Careers on (08) 9761 0807 or via email to careers@bridgetown.wa.gov.au.

VACANCY

Rates / Revenue Officer

Full time with option for part-time job share

Come and play a critical role in the oversight and management of the Shires rating functions. In accordance with relevant legislation, ensure timely, accurate and efficient billing, collection, and reconciliation of rates and charges. The role also provides support to Customer Service staff and contributes to financial reporting and strategic revenue forecasting.

Why Join Us?

The Shire of Bridgetown-Greenbushes values innovation, collaboration and community.

As part of our team, you'll benefit from:

- A monthly RDO
- 50% membership discount at the Bridgetown Leisure Centre
- 12% Superannuation plus 3% when an employee contributes 5%
- Salary Packaging available to all employees

At the Shire of Bridgetown-Greenbushes, we live our values:

- Welcoming – We foster inclusion and approachability
- Community Minded – We work collaboratively with and for our people
- Creative – We seek better ways through innovation
- Sustainable – We consider the future in every decision
- Cost-Effective & Accountable – We ensure value for our community

Applicants need to provide a resume and cover letter addressing the Selection Criteria in the Information Package.

For further information on this position, contact Casey Radford – Director Corporate, Economic and Community Development on 9761 0815.

Applications close on [Friday 18 September 2026](#).

POSITION DESCRIPTION

1. **POSITION TITLE** RATES/ REVENUE OFFICER
2. **DEPARTMENT** CORPORATE ECONOMIC AND COMMUNITY DEVELOPMENT
3. **AWARD COVERAGE** Level 4-6 of the Local Government Officers' (Western Australia) Award 2021 and applicable Shire of Bridgetown-Greenbushes Enterprise Agreement
4. **POSITION OBJECTIVE**

To oversee and manage the rating functions of the Shire in accordance with relevant legislation, ensuring timely, accurate and efficient billing, collection, and reconciliation of rates and charges. The role also provides support to Customer Service staff and contributes to financial reporting and strategic revenue forecasting.
5. **REQUIREMENTS OF THE POSITION**
 - 5.1 Knowledge & Experience
 - Knowledge of Local Government Rating principles and practices
 - Knowledge and experience in Local Government legislation and relevant regulations
 - Highly developed interpersonal skills
 - Familiar with employee awards and legislation
 - Strong written communication and report writing skills
 - Strong Microsoft Excel skills
 - 5.2 Qualifications and/or Training
 - Substantial industry experience in the field of Local Government rating or finance.
 - Current C class driver's license
6. **KEY DUTIES/RESPONSIBILITIES**
 - 6.1 General Duties
 - Manage the end-to-end rating cycle including property database maintenance, rate modelling, billing, pensioner/senior concessions, instalment & direct debit plans.
 - Ensure compliance with the *Local Government Act 1995*, *Valuation of Land Act 1978*, and relevant regulations.
 - Prepare and issue interim rates, final notices, instalments and reminder notices.

- Administer rates recovery processes, including liaison with debt recovery agents, and recommend legal action where necessary.
- Assistance with preparation of budget and other financial reports
- Prepare monthly reconciliations as required
- Provide assistance to the accounting, treasury, creditors and debtors functions as required
- Provide support and relief to the customer services team, as required.

Financial Reporting and Reconciliation

- Perform reconciliations of the rates ledger to the general ledger.
- Contribute to budget preparation, including rate revenue estimates and modelling of rate increases.
- Provide reports to Council, management and auditors as required.

Customer Service and Stakeholder Liaison

- Respond to complex customer enquiries relating to rates and valuations.
- Provide high-level support and advice to internal stakeholders including Finance and Customer Service teams.
- Maintain accurate and up-to-date records in the property/rating database (e.g. SynergySoft or Authority).

Process Improvement

- Maintain and improve rates-related procedures and documentation.
- Ensure a high level of data integrity, privacy, and information security.
- Identify opportunities for process efficiencies and service improvements.

Service Area Operations

- Liaise with community groups, social agencies, internal and external stakeholders in a positive and proactive manner to promote partnership opportunities.
- Respond promptly to enquiries and concerns from the community.

Work Health and Safety

- Follow all Work Health & Safety legislative requirements, including the Shire's Work Health & Safety Plan, policies and procedures

7. ORGANISATIONAL RELATIONSHIPS

7.1 Responsible to Manager Finance & Administration

7.3 External Liaison

- Landgate
- Office of State Revenue
- Ratepayers and General Public
- Debt Collection Agencies
- Other Local Governments
- Other Government Agencies
- Auditors

8 EXTENT OF AUTHORITY

Operates under the direction of the Director of Corporate, Economic and Community Development within the limits of legislative requirements and Shire policies.

9 SELECTION CRITERIA

Criterion	Essential	Desirable
Demonstrated experience in local government rates, property and finance functions.	✓	
Knowledge of rating legislation and statutory requirements in WA.	✓	
High-level skills in using local government financial software systems.	✓	
Strong analytical and problem-solving abilities.	✓	
Excellent interpersonal and customer service skills.	✓	
Proven time management and organisational skills.	✓	
Knowledge of relevant legislation and employee awards.	✓	
Knowledge of SynergySoft or similar enterprise systems.		✓
Certificate IV or higher in Local Government, Finance, or related field.		✓
Previous experience in a supervisory or senior finance role.		✓
Understanding of local government budget and audit processes.		✓

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position.
2. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
3. A brief summary addressing the selection criteria, focusing on skills and experience related to each component.

4. **Names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted via email to careers@bridgetown.wa.gov.au or via Seek

Queries

If you have queries with regards to completing your application, please contact Careers on (08) 9761 0807 or careers@bridgetown.wa.gov.au

For information on the Shire of Bridgetown-Greenbushes, visit our website www.bridgetown.wa.gov.au