



Position Description

Position Title: Revenue Manager

Tenure/Hours: Permanent Full Time
8 hours per day, Monday to Friday
On call for emergency operations

Position Summary: The Revenue Manager provides day-to-day leadership, direction, and oversight for the Rates and Revenue team, ensuring efficient, accurate, and compliant service delivery. The role is responsible for managing workloads, prioritising tasks during peak periods, and guiding the team to meet Council's statutory obligations and organisational objectives.



DISTRICT VISION

Mā te whenua, mā te waiora tātou e ora ai hei hapori
ngangahau hei hapori honohono hoki.

We thrive together.
Vibrant, connected communities where our land and
waters are nurtured and our people flourish.

What you will do

- Lead and manage the Rates and Revenue team, ensuring capacity, workflow management, and effective task allocation, particularly during peak periods.
- Act as the primary escalation point for complex queries and foster effective interdepartmental collaboration.
- Lead the development and delivery of reporting requirements
- Oversee and ensure the successful completion of all Rates and Revenue team outputs
- Take ownership of operational tasks related to rates, property valuation, and debtor management
- Provide supportive leadership through coaching, mentoring, performance evaluations, and professional development, with a focus on building technical expertise in rating legislation and valuation processes.
- Champion team culture, wellbeing, and engagement, creating an environment where staff are supported to succeed.
- Oversee the planning, budgeting, and management of the Rates and Revenue functions to meet statutory and organisational requirements.
- Lead the preparation of inputs for the Council's Long-Term Plan, financial strategies, monthly and annual reports.
- Serve as the subject matter expert in the development and review of Council's Revenue and Financing Policy, Rating Policy, and Rates Remission Policy.
- Prepare reports and make recommendations to Council on matters such as rates write-offs and rating or abandoned land sales.

- Drive the implementation of system and process improvements to enhance efficiency, accuracy, and customer service.
- Build and maintain strong relationships with key stakeholders, executive leadership, and external partners to align with Council's objectives and priorities.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Proven knowledge and practical application of the Local Government (Rating) Act 2002 and related legislation.
- Demonstrated experience in rates administration, revenue management, financial auditing or financial management within a complex environment.
- Proven ability to lead, supervise, and develop a team in a finance, revenue, or customer service setting.
- Proficiency in using financial management systems, databases, and Microsoft Office applications.
- Strong financial and analytical skills, including the ability to interpret and apply legislation, policies, and valuation data.
- Excellent written and verbal communication, including report writing and presenting complex information clearly.

Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Tertiary qualification in finance, accounting, business administration, or a related discipline.
- Financial Accounting Auditing experience and rates administration experience.

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

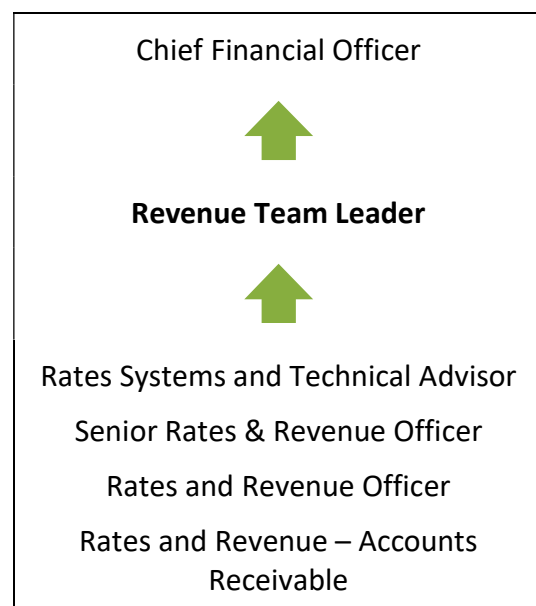
We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with Iwi partners and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

Your reporting lines



Additional Information

Delegations

Number of people reporting to the role	4 Direct Reports, 1 Indirect Report
Financial delegation	\$100,000
Contract delegation	\$100,000
Statutory delegation	As per Councils delegations register

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

Approved: (Manager/Supervisor)

Date:

Agreed: (Staff Member)

Date: