



## CITY OF ALBANY POSITION INFORMATION RATES OFFICER

**POSITION:** Rates Officer

**LOCATION:** Corporate & Commercial Services > Finance > Rates  
Administration Building,  
102 North Road, Albany WA

**DATE:** August 2025

*Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing and temporary roles. This pool is valid for a period of up to 12 months.*

### CONDITIONS OF EMPLOYMENT:

**Agreement:** City of Albany Industrial Agreement 2023

**Status:** Temporary 12-month contract (with possibility of extension), 57 hours per fortnight (0.75 FTE)

**Salary:** Level 4.1 to 4.4 (\$76,393.14 to \$80,290.95 per annum, pro rata) dependent on skills, knowledge and experience

**Ordinary Hours:** 114 hours per 4 weekly cycle to be worked Tuesday to Friday between the hours of 8.30am and 4.30pm

**Annual Leave:** 4 weeks paid annual leave each year (pro rata)  
17.5% leave loading

**Long Service Leave:** Available after 7 years of service in accordance with the Regulations.

**Other Leave:** The Officer is entitled to:  
a) Personal leave;  
b) Compassionate leave; and  
c) Parental leave

**Superannuation:** The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992.

**Probationary Period:** 3 months

**Medical:** Appointment is subject to a pre-employment medical declaration

**Federal Police Clearance:** Appointment is subject to a satisfactory federal police clearance

***For further enquiries, please contact Steve Van Nierop, Manager Finance on  
(08) 6820 3105 or [steve.vannierop@albany.wa.gov.au](mailto:steve.vannierop@albany.wa.gov.au).***



## CITY OF ALBANY HOW TO APPLY RATES OFFICER

**APPLY ONLINE FOR THIS VACANCY AT [www.albany.wa.gov.au](http://www.albany.wa.gov.au)**

Within your application, please provide a **covering letter** of no more than two pages and an up-to-date **resume** telling us about your previous experience in similar roles.

**To be considered for interview - your cover letter must clearly address how you meet the key points outlined below.**

- Strong customer service focus and commitment.
- Demonstrated financial, clerical and administration skills (at least 2 years' experience).
- High level written and verbal communication skills.
- Computerised systems experience and developed knowledge of the Microsoft Office suite.
- Knowledge of work activities performed within a rates team.