

Position Description

Position Title:	Documents and Settlements Officer
Reports to:	Senior Documents and Settlements Officer
Division:	Fulfilment
Location:	Orange, NSW
Employment Status:	12-month contract
Hours:	Full Time - 36.75 hours/week
Salary Band:	RSL 4 - \$84,624 to \$94,027 per annum + superannuation
Citizenship:	Permanent Right to Work in Australia

About us

RIC (Regional Investment Corporation) is an Australian Government finance provider for farmers and farm-related small businesses. We were established under the *Regional Investment Corporation Act 2018* (RIC Act) to provide low-cost loans to strengthen Australian agriculture and grow thriving regional communities.

RIC farm loans support our customers to prepare, manage through and recover from drought, natural disasters or biosecurity risks causing severe financial disruption. We help accelerate plans for first-generation farmers and next-generation farmers.

Our culture & people

Our people have vision and are empowered to build a leading Australian Government agency known for its contemporary service, expertise, and integrity. They are committed, innovative and their achievements are celebrated. They are as diverse as the work they do. RIC has a vibrant culture which is based on the following Culture Statements:



Be bold, act
with purpose



We are down
to earth



We embrace
difference and
act as one

Our customers

We aim to deliver a first-class customer experience by partnering with our customers from the beginning of their journey with us. We respect the time of our customers by being transparent with them about the loan process, keeping things simple and understanding their needs.

Put simply, our customer experience principles are:



- Respect my time
- Simple and Seamless
- Partner with me
- Understand me

About the job

As a Documents and Settlement Officer, you will be a member of the Fulfilment team undertaking the completion of post approval lending activities.

You will be responsible for:

- Preparing loan documentation and implementation of the property settlement processes ensuring completeness and accuracy
- Making recommendations for the post approval variations or otherwise of loans
- Working within the RIC framework to monitor and progress loan applications
- Working with the frontline assessment team to ensure that loan applications process is completed
- Reviewing Loan Security Valuations
- Responding to client queries
- Processing daily settlements
- Maintaining data integrity, accuracy, and confidentiality through effective records management
- Identifying issues, contributing to the resolution of issues, and escalating potential complex issues to the Documents and Settlements Manager
- Undertaking other duties as required

Job capabilities

To be successful in this role, the candidate is required to have:

- High level analytical skills and sound judgement
- Strong time management and the ability to work with competing priorities
- An ability to work collaboratively
- High-level written and verbal communication skills including well-developed negotiation skills
- Strong stakeholder management skills
- The ability to work independently with limited supervision or as part of a team

Knowledge and experience

- Experience using PEXA to lodge documents and complete financial settlements electronically
- Experience within a post loan approval fulfilment environment is highly desirable
- Familiarity with loan documentation and property settlement processes

Qualifications

- Relevant qualifications in finance, banking, accounting, would be highly regarded.

This position will also be required to undertake other duties as directed.

Eligibility/Other requirements

You will be required to undergo pre-employment screening including:

- National Police History Check
- Baseline Australian Government Security Vetting Clearance or above or a willingness to undertake a security vetting process