

Position Description

Position Title:	Finance Officer
Reports to:	Executive Manager Finance
Division:	Corporate and Strategy
Location:	Orange, NSW
Employment Status:	12-month contract
Hours:	Full Time - 36.75 hours/week
Salary Band:	RSL 5
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

The Finance team provides a range of financial services including back of house loan management support, accounts processing, budgeting, credit cards and procurement services on behalf of the RIC. As a Finance Officer you will be an important member of a small finance team responsible for providing transactional and reporting support to the Executive Manager Finance.

A key element of the role will include working closely within the team for the provision of customer focussed support and advice to ensure enquiries are addressed promptly and accurately, particularly in all back of house loan management activities.

Key accountabilities will be shared between Finance Officers and will require coverage in both loan management and financial management activities.

Loans management activities such as:

- ensuring that loan disbursements, drawdowns, repayments, cost recovery and collections are completed timely and accurately
- management of customer deposits and repayments
- support for customer statements processing.

Financial management activities such as:

- accounts payable and accounts receivable processing
- completion of general ledger and loan management reconciliations and work papers
- completion of balance sheet reconciliations
- bank reconciliation
- financial policy development and review
- asset management
- procurement and contract management support and assistance
- support for end of month and end of year reporting and reconciliations
- gaining and building an understanding of back of house loan management activities and all aspects of finance processes across a wide range of functional areas
- providing customer focussed support ensuring customer queries are addressed promptly and accurately through effective communication within agreed standards and timelines
- prompt completion of all mandatory training and other duties as required.

About you

Job capabilities

To be successful in this role, you are required to have:

- an ability to work collaboratively and professionally within a small team environment
- an ability to respond to customers in a timely, courteous, and efficient manner
- high level written and verbal communication skills including ability to answer queries and provide sound advice to internal and external stakeholders
- accurate record keeping skills and attention to detail, including the ability to track the progress of ongoing matters and identify and address errors
- a demonstrated ability to meet deadlines and deliver quality outcomes within agreed time frames
- high-level problem-solving skills and demonstrated ability to exercise sound judgement within policy, procedures and guidelines
- effective stakeholder management skills including vendor relationship management
- an ability to work independently with limited supervision and as part of a team.

Knowledge and experience

- Demonstrated experience in banking, finance, accounting or transactional management (such as bookkeeping or equivalent)
- High level computer literacy and demonstrated experience in the use of banking and/or finance systems (such as TechnologyOne) would be highly regarded
- Demonstrated experience in communicating with internal and external stakeholders and ability to convey and receive information

Qualifications

Qualifications in accounting, finance, or progression towards them are essential.

Eligibility/Other requirements

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

- Criminal history and identity check
- Financial Background
- AML/CTF
- Politically Exposed Person (PEP)
- Baseline Australian Government Security Vetting or above or a willingness to undertake a security vetting process

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description.