



## **Rural Financial Counsellor - 12 month part time position (0.6FTE)**

Rural Financial Counselling Service provides free, confidential and independent assistance to primary producers, fishers, small rural and forestry businesses experiencing financial difficulties by analysing their financial circumstances and identifying their financial and business options. Rural financial counsellors help clients identify ways to become self-reliant and better equipped to manage change and adjustment.

Rural financial counsellors apply a case management approach to assist clients to identify the actions they need to take to achieve self-reliance, and to record progress against those actions so that clients can reach a recognisable, clearly defined outcome.

A current driver's licence is essential and frequent travelling is required. Some after hours work may be required and occasional overnight absences may occur for training, conference attendance and/or remote client visits. Rural financial counsellors located in remote areas will often be required to work without direct day-to-day supervision. However, regular performance reviews are conducted.

Rural financial counsellors are required to undertake a Diploma of Rural Financial Counselling within 6 months of commencing with the service. Qualified financial counsellors will need to undertake the rural modules of the Diploma. On the job training and continued professional development will be provided.

Counsellors may be required to transfer to other locations to address both short and long term service needs.

### **Duty statement**

Using a case management framework, financial counsellors must assist and support clients to do the following:

1. Understand financial position and the viability of [farm] business;
2. Identify options to improve that financial position;
3. Develop a plan(s) based on client preferred options for improvement and adjustment;
4. Assist with the implementation of plan;
5. Deal with creditors and lending institutions in relation to:
  - i. Payment arrangements;
  - ii. applications and contracts; and
  - iii. processes relating to farm debt mediation;
6. Provide information, refer, and assist clients to access programs provided by government, industry, and other professional support services; and
7. Counsellors are required to keep up to date and auditable records of all client interactions and activities within a computerised case management system.

The position is offered as a 12 month part time contract with the possibility of renewal dependent on ongoing Government support.



## **Selection criteria**

1. Minimum 5 years experience in a financial or counselling role;
2. Demonstrated ability to prepare detailed financial analyses for clients, and the ability to develop and present a range of financial and business improvement options;
3. Ability to provide a case management approach for client support with a focus on adjustment and change;
4. High level of oral communication, interpersonal, mediation and networking skills, including the ability to communicate with diverse cultural groups.
5. Demonstrated ability to self-motivate and to plan, manage and report on work, and to prioritise and meet competing deadlines while working as part of a dispersed team.
6. Demonstrated understanding of rural issues, including a range of farm enterprise activities and business management issues.
7. Demonstrated computer skills, including skills with word-processing software, financial analysis spreadsheets, data entry and email.
8. Demonstrated awareness and understanding of the Workplace Health and Safety issues relating to employment as a rural financial counsellor.

## **Minimum qualifications**

- 5+ years experience in a counselling role;
- Current unrestricted driver's licence; and
- Australian resident.

## **Police Checks**

The successful applicant will be required to undergo a police check as part of the selection process.

The suitability of applicants to perform the role of a rural financial counsellor may depend on the results of a criminal history check performed by the relevant police authority.

## **Selection process**

Applicants should address each individual selection criteria in writing in their application and provide contact details for two work or professional referees.

At interview, applicants will be asked to demonstrate competencies in financial analysis, the development of business options and interpersonal skills.

## **Salary:**

\$70,000+ depending on qualifications and experience, plus superannuation. A travel allowance will be applicable for this position. Our service offers a flexible workplace and salary packaging benefits.