



Small Business Coordinator (Rural) - 24 month part time position (0.6FTE)

Rural Financial Counselling Service (RFCS) Gippsland provides free, confidential and independent assistance to primary producers, fishers, small rural and forestry businesses. RFCS Gippsland is extending services to non agricultural small rural businesses that may need support.

The Small Business Coordinator (Rural) is a new position funded by the Victorian State Government in recognition of the additional pressures on small businesses within the drought affected areas of East Gippsland and surrounding areas.

The Small Business Coordinator will be responsible for determining the needs of small businesses and developing and coordinating support services to help improve small business resilience. Small rural business clients will be supported for up to 2 years, with the first 12 months free service and an additional 12 months of subsidised coaching and mentoring services.

RFCS Gippsland adopts 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 will be required for this position. Some after hours work may be required and occasional overnight absences may occur for training, conference attendance and/or remote client visits.

The Small Business Coordinator will effectively be a project manager for the [new] small business framework and will often be required to work without direct day-to-day supervision. However, regular performance reviews are conducted, and relevant on the job training on internal policies and processes 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, the Small Business Coordinator must assist and support clients to do the following:

1. Undertake a detailed needs analysis (survey) for developing training and support requirements;
2. Conduct a financial analysis of business to help clients understand their financial position and the viability of [rural] business;
3. Identify options to improve that financial position;
4. Coordinate any training, coaching and mentoring workshops with service providers;
5. Develop plan(s) based on client preferred options for improvement and adjustment;
6. Assist with the implementation of plan;
7. Deal with creditors and lending institutions in relation to:
 - i. Payment arrangements;
 - ii. applications and contracts; and
 - iii. processes relating to debt mediation;

8. Provide information, refer, and assist clients to access programs provided by government, industry, and other professional support services; and
9. 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 24 month part time contract with the possibility of renewal dependent on ongoing Government support.

Selection criteria

1. Minimum 10 years experience in a financial/business management 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. Understanding and appreciation of 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. High level of organisation and time management skills, with 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 computer skills, including skills with Microsoft products, financial analysis using spreadsheet functionality, data entry and email.
7. Demonstrated awareness and understanding of the Workplace Health and Safety issues relating to employment as a rural financial counsellor.

Minimum qualifications

- Minimum 10 years [recent] experience in a financial/business management or 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:

\$90,000+ depending on qualifications and experience, plus superannuation. A travel allowance for the use of your own vehicle will be applicable for this position. Our not for profit organisation offers a flexible workplace and attractive salary packaging benefits.

All applications are to be addressed to Kylie Holmes (Executive Officer) and set to kylieh@rfcsvg.com.au, or PO Box 362 Leongatha 38953.