



# Position Description

<b>Position title:</b>	Finance/Admin Officer
<b>Basis of employment:</b>	Negotiable – Minimum 4 days per week (30.4 hours)
<b>Location:</b>	Negotiable – Bendigo (preferred), Melbourne, Torquay (Victoria)
<b>Remuneration:</b>	\$67,000 - \$70,000 FTE (plus 12% superannuation)
<b>Closing date:</b>	Monday 15 <sup>th</sup> September 2025 (COB)
<b>Position reference:</b>	FINADMIN2025

## WHAT WE ARE LOOKING FOR

RMCG is looking for a highly capable person to take on a hybrid Finance/Admin Officer role within our Business Support Team. The position involves:

- Finance – Undertaking financial functions in a timely and accurate manner and to assist the Finance Manager to ensure the business is meeting its financial and statutory obligations
- Administration – Provide cross-business support and administrative assistance to the business

Both parts of the role will require you to operate in a team environment to collectively contribute to the business functioning effectively and efficiently.

## ABOUT RMCG

### Who we are

RMCG is a multi-disciplinary consultancy working across environment, agriculture and communities. We partner with government, water authorities, institutions and private clients to plan and implement sustainable change. With a strong regional focus, we're committed to the sustainable development of rural industries and communities.

### Our purpose

We create change for our clients and ourselves, while having a positive impact on society and the environment. As a Certified B Corp, we are part of a global movement using business as a force for good – striving for social and environmental impact alongside financial success.

### Why join us

RMCG has 85+ staff across Victoria, Tasmania, New South Wales and Queensland with expertise in economics, science, engineering, agribusiness, social research, NRM, planning, cultural heritage and engagement.

We're progressive, inclusive and collaborative. Our culture values flexibility, shared learning, and meaningful work that supports both our people and the communities we serve.

## PRIMARY RESPONSIBILITIES OF THE POSITION

This role requires strong organisational skills, attention to detail, communication abilities, and the capacity to multitask effectively. You will be part of a broader support team that plays a crucial role in ensuring smooth office operations and contributing to a positive work environment.

### Finance (approximately 75%)

- Process and reconcile financial data, including accounts payable/receivable, payroll, superannuation, and credit cards
- Manage invoicing, including daily processing, coding, verification, and WIP monitoring to support timely billing
- Assist with debtor management and monthly expense processing
- Review and approve time, expenses, and credit card reconciliations in Xero and Accelo
- Respond to finance-related queries from staff and suppliers.

### Administration (approximately 25%)

- Provide administrative support to consultants, including document preparation and formatting, event coordination, travel and meeting arrangements, professional development registrations, and basic troubleshooting for business systems.
- Contribute to general office operations including reception, phone inquiries, catering, supplies, and cleanliness, while supporting staff events and assisting with other business functions as required.

## KEY SELECTION CRITERIA

### Essential skills and experience

- Qualifications and/or experience (5 years) in accounting, bookkeeping, payroll and invoice processing (accounts receivable and payable)
- A sound understanding of financial management principles and compliance
- Advanced proficiency in Microsoft Office and financial software
- High attention to detail and accurate data entry
- Excellent communication and organisational skills
- Ability to work within a team-based environment as well as the capacity to work autonomously when required.
- Enthusiastic, with a proactive attitude.

### Desirable (non-essential) skills and experience

- Proofreading and/or editing documents for clarity, grammar, and consistency
- Familiarity with Customer Relationship Management (CRM) software
- Basic skills in creative or design software (e.g., Adobe Creative Suite, Canva)
- Proficiency in managing email and calendar functions, particularly using Microsoft Outlook

These skills are not essential for success in the role but would support and enhance day-to-day tasks.

## ADDITIONAL INFORMATION

- **Work location and flexibility** – The role is primarily office-based, where team collaboration and in-person engagement are an important part of how we work. However, we understand the value of flexibility and offer the option to work from home on occasion, in line with team and business needs.
- **Employment conditions** – Employment conditions are in accordance with RMCG's Enterprise Agreement 2025, and includes professional development, parental leave, office lunches and generous leave entitlements
- **Probation** – A six-month probation period applies to all new employees
- **Position modification** – RMCG reserves the right to modify position descriptions, as required. Where this is required, staff will be consulted.

## **SALARY**

The remuneration package for the position will be negotiated with the preferred applicant, however, will be in the range of \$67,000 - \$70,000 (FTE) plus 12% superannuation.

## **APPLICATIONS**

To be considered for this position, please send:

- A succinct summary (in letter format or a separate document) highlighting why we should employ you – taking into consideration the '*primary functions of the position*' and '*key selection criteria*' as described above.
- A CV (no more than 2 pages) listing qualifications, previous experience and the names of two referees.

### **ENQUIRIES**

Enquiries are welcome and are to be directed to:

*Janette Gaul, Finance Manager*

*0487 855 008*

### **APPLICATIONS**

Applications should be addressed to Janette Gaul and sent via email to:

*recruitment@rmcg.com.au*