



The Welcome Experience Administrative and Bookkeeping Support

- **Administrative and Bookkeeping Support**

About Regional Development Australia - Orana

Regional Development Australia (RDA) Orana is a part of a national network of committees fostering regional development. An incorporated not-for-profit association, RDA Orana is led by a regional board of industry and government representatives supporting economic development, investment, sustainability and supporting positive change through leadership, innovation, and collaboration. Covering 25% of NSW, RDA Orana is dedicated to ensuring the region's long-term sustainability by addressing economic, social, and environmental issues.

Welcome Experience Overview

The Welcome Experience is a new initiative in regional NSW, designed to help key public sector workers and their families settle into new communities. By providing personalised support across the stages of relocation—Attract/Decide, Prepare, Welcome, and Stay—the program ensures a smoother transition and integration into local life.

Role Purpose

We are seeking an energetic, social individual/s to join our team as Administrative and Bookkeeping Support for the Welcome Experience project in the Orana Region. This 24-month temporary position offers a flexible and hybrid work environment which could include job share, allowing you to make a positive impact while enjoying a work-life balance.

Key Responsibilities

- **Administrative Support:** Manage records, correspondence, and event coordination.
- **Documentation:** Prepare quality documentation and reporting to support information flow and decision-making.
- **Financial:** Sound knowledge and demonstrated experience of Xero accounting package.
- **Enquiries Management:** Respond to enquiries and escalate issues as needed.
- **Records Maintenance:** Update and maintain accurate records and databases.

Key Challenges

- Delivering multiple administrative tasks with precision and within tight timeframes across multiple geographical locations.

Key Relationships

- RDA Orana CEO.
- The Welcome Experience Orana Coordinator: Discuss priorities, provide updates, and seek guidance.
- Work Team: Share information and provide input in meetings.
- Clients/Customers: Respond to queries, identify needs, and resolve issues.

Role Dimensions

- **Decision Making:** Autonomously manage workload and priorities within established policies and procedures.
- **Reporting Line:** RDA Orana CEO and TWE Orana Coordinator.
- **Direct Reports:** None.
- **Budget/Expenditure:** None.

Capabilities

- **Customer Service:** Provide customer-focused services and solutions.
- **Accountability:** Take responsibility for actions and follow guidelines.
- **Technology:** High level of knowledge and demonstrated experience with MS Office and Xero.
- **Resilience:** Be open, honest, and adaptable to change.
- **Collaboration:** Work effectively with others and respect diversity.

Employment Details

- **Employer:** Regional Development Australia Orana Inc.
- **Location:** Orana region.
- **Employment Status:** 2-year contract with potential for extension.
- **Weekly Ordinary Hours:** Full-time at 38 hours per week, flexible working conditions/ job share.
- **Remuneration:** \$70,000 per annum plus super guarantee.
- **Salary Payment Frequency:** Fortnightly.
- **Driver License Requirement:** Yes.