

Position Description

Project Support Officer

Summary

Position Title	Project Support Officer
Location	The Link – Ginninderry’s Community and Information Centre
Position Type	Full Time (38hrs per week)
Hours of work	Monday to Friday, 8:30am to 5:00pm
Remuneration	\$65,000 - \$75,000 including superannuation, subject to experience
Reports to (Manager)	Project Finance Director
Reports to you	None
Date Reviewed	March 2024

Riverview Projects is the Development Manager for Ginninderry, a Joint Venture between Riverview Developments and the ACT Government’s Suburban Land Agency with a vision of being a sustainable community of international significance in the Capital Region, currently home to approximately 2,000 residents. Ultimately home to 11,500 homes and 30,000 people, Ginninderry is a 6-Star Green Star Community that sets out to create a new benchmark in liveability, providing diverse, affordable, and inclusive places to live, work and play, all while protecting and respecting the unique environment of the area.

Reporting to Ginninderry’s Project Finance Director and working alongside the Ginninderry Project Team, you will ultimately be responsible for providing bookkeeping and administrative support to the Ginninderry Project (‘Project’). This will include the processing of accounts payable, reconciliation of bank accounts, maintaining the asset, document and insurance registers and being the first point of contact for visitors to The Link with responsibilities including greeting visitors, answering phones, managing meeting room bookings and maintaining public spaces of The Link.

**ACT**
Government**Suburban Land**
Agency**RIVERVIEW**
GROUP

Core Values

Respect	<ul style="list-style-type: none"> Be Dedicated to Relationships - We respect all people, their ideas and cultures.
Integrity	<ul style="list-style-type: none"> Be True to Our Word - Integrity is non-negotiable. We are authentic in all our dealings. We leave a positive impact through our actions and behaviours.
Innovation	<ul style="list-style-type: none"> Be Challenging in our Approach - We strive to find the best solution. We think outside the box and dare to do things differently.
Collaboration	<ul style="list-style-type: none"> Be Powerful Together & Move Forward as One - We leverage collective genius and grow and learn from each other. We work together to achieve more through our unified culture and knowledge.
Lasting Impact	<ul style="list-style-type: none"> Leave Behind More than you Found - We are dedicated to making a difference not just for today but tomorrow. We aim to leave a positive legacy for the people who follow in our footsteps.

Qualifications & Experience

Qualifications	<ul style="list-style-type: none"> N/A
Experience	<ul style="list-style-type: none"> 3 years' experience in bookkeeping and/or project administration Proficiency in the use of the Microsoft Office Suite (including Word, Excel, Outlook and Teams) Experience working with a mid to large sized accounting systems is desirable

Skills & Capabilities

Technical	<ul style="list-style-type: none"> Good knowledge of bookkeeping and project administration practices. Solid data entry skills with a good attention to detail and an ability to identify numerical errors. Excellent organisational and time management skills. Ability to work with minimal supervision. An understanding of the land/property development industry is desirable.
Behavioural	<ul style="list-style-type: none"> Confidence in own ability together with flexibility in approach to differing situations. A pleasant demeanour and professional and courteous to visitors and fellow team members. A willingness to take "the extra step" regarding customer service. An ability to accept and embrace change.

Stakeholders

Internal	<ul style="list-style-type: none"> • Project Finance Director • All other project team members
External	<ul style="list-style-type: none"> • Riverview Developments • Suburban Land Agency • Visitors, Consultants, Suppliers, Contractors

Roles & Responsibilities

Accounts Payable / Accounts Receivable	<ul style="list-style-type: none"> • Daily processing of accounts payable invoices. • Generation and processing of accounts receivable invoices as required. • Monthly reconciliation and processing of credit card transactions. • Generate, process and reconcile payments to be made to third parties including preparing twice monthly payment batches for approval by various parties and follow up on status of approvals.
Cash Management	<ul style="list-style-type: none"> • Weekly and month end reconciliation of bank accounts. • Assist with the preparation of supporting schedules for the drawdown of funds from Finance Facilities and/or Equity Requests from the Participants. • Process Compliance Bond refunds as required and maintain register of monies held. • Process and reconcile monies received relating to sales (holding deposits), exchanges (exchange deposits), settlements (settlement monies) and accounts receivable generally.
Project Administration	<ul style="list-style-type: none"> • Maintain the asset, document and insurance registers. • Assist with taking minutes for operational meetings when required. • Provide general administrative support to the Project (such as typing, filing, photocopying, and data entry) when required.
Reception	<ul style="list-style-type: none"> • Greet visitors to The Link with a friendly and professional demeanour and assist locate the person they need to meet/speak to. • Answer incoming calls and route them to the appropriate person or take messages as necessary. • Manage meeting room (and motor vehicle) bookings. • Manage incoming and outgoing mail (and emails sent to the enquiries/accounts email accounts) and ensure they reach the intended recipients promptly. • Maintain public spaces of The Link including keeping the reception, meeting rooms and kitchen areas clean, organised, and visually appealing, creating a positive impression for visitors.