

## Business Support Officer

### Do you want your work to make a difference for NSW?

*Together, we create thriving environments, communities and economies.*

- **Aboriginal Identified opportunity**
- **Temporary full-time opportunity available until 30 June 2026 based in Parramatta, or elsewhere by negotiation with flexible/ hybrid working model**
- **Salary relative to experience, and ranges from \$75,992 to \$83,211 + super**

*This is a targeted role under GSE Rule 26 and Aboriginal people are encouraged to apply.*

Our [Aboriginal Housing Office \(AHO\)](#) team is currently seeking to appoint a Business Support Officer to support the deliverables of the Home Ownership program, by completing a range of administrative services such as records management and travel and financial documentation and reconciliation of accounts. The Home Ownership Business Support Officer will contribute to program deliverables by preparing and collating documentation in liaison with AHO stakeholders.

### About You

To be successful in this role you will have a strong attention to detail and have the ability to prioritise competing administrative demands and meet tight deadlines. You will be comfortable liaising with stakeholders to coordinate program activities, including managing invoicing and payments, coordinating activities and events, as well as screening and managing telephone and email enquiries related to the Home Ownership program.

As the Home Ownership Business Support Officer, you will have a proactive approach in collating and updating documentation to provide efficient and culturally safe program support services.

This is an excellent opportunity for a business support officer to join a dedicated and highly regarded team together with significant opportunity to be a key contributor in supporting the delivery of outcomes for the Aboriginal people in NSW.

We also offer career development and advancement opportunities!

### Essential Requirements

- Experience in a similar role with responsibility for processing payments to strict timeframes (eg Accounts Payable, Finance Sector etc)

For more information read the full Role Description: [Business Support Officer](#)

### To Apply

If excited by the information above, we look forward to receiving your application, including a copy of your resume and cover letter expressing your interest and suitability for the role.

DPE strongly recommends all applicants who can be safely vaccinated for COVID-19, to be so.

A recruitment pool may be created for ongoing and temporary opportunities of the same role or role type that may become available over the next 18 months.

**Applications close Thursday, 27 October 2022 at 11.55pm**

**Should you require further information about the role please contact** Deslin Foster – Director Policy and Evidence via [deslin.foster@aho.nsw.gov.au](mailto:deslin.foster@aho.nsw.gov.au)

**Applications are to be lodged online at** [iworkfor.nsw.gov.au](http://iworkfor.nsw.gov.au)

**Job Reference Number** [524013](#)