

SELECTION CRITERIA

Assistant Board Secretary

The Rice Marketing Board for the State of New South Wales



The Rice Marketing Board for the State of New South Wales (RMB) is seeking to employ a part time assistant to the Board Secretary. The position will be based in Leeton.

The Assistant Board Secretary will report to the Board Secretary and will be responsible for administration, finance and compliance.

Key areas of responsibility for this position include providing support to the Board Secretary in the following areas:

- Preparing minutes of meetings for the Board and its Committees
- Preparing financial and written reports to the Board and its Committees
- Financial duties including accounts payable, accounts receivable, bank reconciliations and BAS
- Administrative duties including travel bookings and archiving
- Reviewing and implementing government policy updates
- Back-up to the Board Secretary as required.

The desired attributes of the successful candidate include:

- Excellent written and oral communication skills
- Book-keeping skills and experience
- Attention to detail
- The ability to work independently
- Knowledge of the NSW rice industry and empathy with rice growers
- A willingness to learn.

Training will be provided on the job, and the remuneration package will be dependent on qualifications and experience. This is a part time position for one day per week and flexible working hours may be considered.

Please send your application with a detailed CV to Carol Chiswell at secretary@rmbnsw.org.au or by mail to The Secretary, Rice Marketing Board for the State of NSW, PO Box 151, Leeton, NSW, 2705 by 5pm Friday 15 February 2019.

For further information please call Carol on 02 6953 3200 or visit www.rmbnsw.org.au.