

## The Rice Marketing Board for the State of NSW

### ROLE STATEMENT - Board Secretary

The Rice Marketing Board for the State of New South Wales (the Board) operates of and in accordance with the *Rice Marketing Act 1983 [NSW]*.

This is an executive-level position with responsibility for handling the business of the Board, including management of administration, finance and compliance.



Key areas of responsibility for this position include:

- Providing analysis, opinion and recommendations on a range of matters impacting the Board
- Building and maintaining effective relationships with stakeholders including NSW rice growers, authorised buyers, the Department of Primary Industries and other government agencies, Ricegrowers' Association of Australia, Northern NSW Rice Growers' Association and regional communities.
- Managing licensing arrangements
- Investigating potential breaches of the *Rice Marketing Act 1983 [NSW]*
- Co-ordinating meetings including preparation of agendas, meeting papers and minutes
- Preparing annual Financial Statements and liaison with auditors and NSW Treasury staff
- Preparing the Annual Report to the NSW Parliament and to Rice Growers, and all other Board reporting requirements
- Preparing an annual budget and monitoring cash flow
- Ensuring adherence to all statutory requirements under Acts and Regulations pertaining to the Board
- Preparing reports and presentations on matters impacting the NSW rice industry
- Supervising a part time administration officer.

The desired attributes of the successful candidate include:

- Executive level experience as Company Secretary, CEO or Executive Director
- Excellent written and oral communication skills
- Accounting skills and experience (CPA/CA qualifications preferred)
- Excellent attention to detail.

An attractive remuneration package dependent on qualifications and experience will be negotiated. While the successful applicant will be required to live in the Riverina, flexible working hours may be considered.

Applications close 19 May 2022 and should be emailed to [secretary@rmbnsw.org.au](mailto:secretary@rmbnsw.org.au). Contact Carol Chiswell on 02 6953 3200 for more information.