

# Executive Officer

## The Organisation

My client, Rural Financial Counselling Service NSW (RFCS-NSW) services the southern half of NSW from the coast to the South Australia border. They are a not-for-profit organisation which provides commercial farms and rural businesses in imminent danger of, or currently experiencing financial difficulty with unbiased, independent, expert, confidential support - to determine the way forward for their operation. The RFCS NSW-SR is an experienced, independent, not-for-profit organisation, whose services are provided at no cost to the client - critical for helping those who are in financial stress.

## The role

Working closely with the Board, the Executive Officer is responsible for the efficient day-to-day operations of this region. Responsibilities would include:

- ensure that the RFCS Strategic Plan is implemented
- provide leadership, direction and advice in the development of program and operational plans
- placing a high priority on external communications to promote RFCS
- overseeing and coordinating the financial and secretariat activities
- Management of the financial systems, including account structures, operating budgets, preparation of reports required under funding agreements, and annual and audit reports
- develop and maintain stakeholder relationships with Commonwealth, State and Local government, industry groups and other regional and farming organisations with a view to establishing relationships to optimise RFCS-NSW services
- Promote the RFCS-NSW services to ensure they are reaching those in need

## The successful candidate

To be successful in this role, you will have:

- an appreciation of the value of external communications
- proven experience developing and maintaining relationships; working in collaboration with a wide range of stakeholders, partner organisations, clients and influencers, including government sponsors, not for profit and private organisations
- a passion for delivering quality service
- previous experience as a senior manager with superior leadership skills
- excellent communication and negotiation skills, and be a strategic and innovative thinker
- have a healthy interest in farming and regional issues and a genuine understanding and respect for agriculture in Australia

The successful candidate will be provided with a competitive remuneration package, including vehicle allowance.

For more information and a copy of a detailed position description, please call Tracie at **Carnovale Recruitment** on [0404 979206](tel:0404979206). You can then send your covering letter and resume to [tracie@carnovalerecruitment.com](mailto:tracie@carnovalerecruitment.com) Closing date is Monday, 30 July 2018