



## **Executive Officer – NSW Racehorse Owners Association**

The role of Executive Officer at the NSW Racehorse Owners Association is autonomous which requires the incumbent to be self motivated and possess the ability to work independently. The role reports to the President of the Association, and works closely with the President and all Committee members.

Excellent organisational skills and general business acumen are essential for the role, and a familiarity with the Racing Industry is desirable.

The role encompasses the following areas:

- Administration – general office and company administration, telephone and email correspondence, preparation and distribution of the NSWROA Times newsletter
- Financial – maintaining & processing the office accounts including production of reports for the Committee and Auditors, preparation of BAS reports etc.
- Membership – maintaining the member database and various tasks to assist members
- Functions – plan, organize and attend functions, primarily raceday functions and the Association's flagship event, Racing's Night of Champions.

Strong computer skills are essential in Microsoft Office products as well as a working knowledge of MYOB, the financial software package in use.

**Closing time for applications:** 5pm, Wednesday 14<sup>th</sup> November 2018

For further information, and to apply, contact:

Ray McDowell  
Ph: 0418 966 739  
Email: raymc@hotmail.com.au