

# Executive Officer

<b>Employer</b>	Northern Slopes Landcare Association
<b>Location</b>	Bingara, NSW
<b>Classification/Tenure</b>	Part-time position working 28 hours per week, contract June 30, 2027
<b>Remuneration</b>	\$75,500 including Super depending on skills & experience
<b>Organisation Profile</b>	<p>Northern Slopes Landcare Association (NSLA) is seeking an experienced, motivated and community-minded Executive Officer to lead and support the organisation into its next phase of growth and impact.</p> <p>NSLA operates across the Gwydir, Moree Plains, Narrabri and Walgett LGAs, supporting Landcare networks, delivering natural resource management (NRM) outcomes, and strengthening resilient, sustainable communities.</p>
<b>About the Role</b>	<p>This is a practical, hands-on role that combines leadership and coordination with day-to-day administration and financial processing.</p> <p>The Executive Officer will work closely with the volunteer Executive Committee and provide operational and strategic support to ensure NSLA remains compliant, sustainable and effective. This role will suit someone who enjoys taking ownership of systems and processes and is comfortable moving between detailed administrative work and higher-level coordination.</p> <p><b>Key responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Managing and delivering day-to-day organisational operations</li> <li>• Providing governance and secretariat support to the Executive Committee</li> <li>• End-to-end financial administration using MYOB, including payroll processing, PAYG and BAS lodgements, data entry, reconciliations and budget management</li> <li>• Supporting strategic planning and organisational performance</li> <li>• Leading staff and contractors, overseeing work planning and workplace culture</li> <li>• Managing contracts, grants, reporting and project deadlines</li> <li>• Ensuring WHS and risk management systems are maintained</li> <li>• Building strong relationships with members, partners, funders and the broader community</li> </ul>
<b>About You</b>	<p>We are seeking someone who is:</p> <ul style="list-style-type: none"> <li>• Highly organised, proactive and professional</li> <li>• Experienced in financial administration, with demonstrated MYOB experience for payroll, BAS/PAYG and day-to-day finance processing</li> </ul>

	<ul style="list-style-type: none"> <li>• Skilled in communication, administration and stakeholder engagement</li> <li>• Able to work independently and collaboratively</li> <li>• Experienced in contract, project or grant management</li> <li>• Confident supporting governance processes and volunteer committees</li> <li>• Interested in sustainable agriculture, NRM or community-based organisation</li> </ul>
<b>Competencies</b>	<p><b>Essential Requirements Include:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in financial management and payroll</li> <li>• Strong written and verbal communication skills</li> <li>• High proficiency in MYOB and Microsoft 365; confident using PDF/Adobe tools</li> <li>• Understanding of governance, WHS and organisational compliance</li> <li>• Current driver licence</li> <li>• Occasional availability to attend after-hours meetings (with notice)</li> </ul>
<b>Why Join NSLA</b>	<ul style="list-style-type: none"> <li>• Work with a passionate, community-focused organisation</li> <li>• Flexible part-time hours (28 hrs/week), by agreement</li> <li>• Hybrid working arrangements may be available to the right person, subject to role requirements and operational needs</li> <li>• Meaningful work supporting landholders, groups and regional NRM outcomes</li> <li>• Opportunity to shape the direction and impact of NSLA</li> </ul>
<b>To apply for the position</b>	<p>To apply, please submit:</p> <ol style="list-style-type: none"> <li>1. A cover letter outlining your interest in the role and addressing the Essential Selection Criteria (2 pages Maximum)</li> <li>2. A current CV (2 pages maximum)</li> </ol> <p> Applications should be emailed to: <a href="mailto:admin@nsla.net.au">admin@nsla.net.au</a></p>
<b>Closing Date</b>	Applications must be received by 5pm (AEDT) Friday 6 <sup>th</sup> February 2026