



Womens Resilience Centre
Suite 1, Level 1, 1761 Pittwater Road
Mona Vale NSW 2103
02 9979 1865

Job Title: Operations, Finance, and Compliance Manager (Part Time 2-3 days per week)

Organization: Women's Resilience Centre

Location: Mona Vale Sydney but can work at home part time if needed

The Women's Resilience Centre is a dynamic and progressive non-profit organization dedicated to empowering women. A safe place to help women reset and rebuild their lives after domestic abuse, trauma or loss. We provide a safe and supportive environment where women can access resources, education, and support to build resilience and lead fulfilling lives. Our programs encompass a wide range of services, from mental health support to economic resilience, employment readiness and clinics to support empowerment ensuring that women have the tools they need to overcome challenges and thrive.

We are seeking a highly motivated and experienced Operations, Finance, and Compliance Manager to join our team. This role is critical to ensuring the efficient functioning of our organization, maintaining financial transparency, and upholding the highest standards of compliance and accountability. As an Operations, Finance, and Compliance Manager, you will ideally have a track record working for a community service or rehabilitation support service and ideally understand the compliance requirements of DV NSW legislation.

Key Responsibilities:

Financial Management:

Oversee the organization's financial operations, including budgeting, financial planning, and reporting. Work with the book keeper and the Centre Manager to ensure accurate and timely financial record-keeping, including accounts payable and receivable.

Manage grants and donor funds, ensuring compliance with grant requirements.

Operations:

Working with the Centre Manager, the audit support team and the Program Manager to Maintain and improve upon operational policies and procedures and streamline internal processes to enhance organizational efficiency.

Compliance:

Ensure compliance with all relevant DV NSW laws, regulations, and reporting requirements. Develop and implement compliance policies and procedures.

Work with external auditors to conduct regular compliance audits and risk assessments.

At all times The Women's Resilience Centre reflects our values of respect, confidentiality and inclusion

The Women's Resilience Centre is a registered charity ABN: 936 407 369 83

Provide training and guidance to staff on compliance matters.

Qualifications:

Bachelor's degree in finance, business administration, or a related field (Master's degree preferred).

Proven experience in financial management and operations, preferably in the non-profit sector.

Strong knowledge of accounting principles and financial reporting.

Familiarity with compliance requirements for non-profit organizations.

Exceptional organizational and problem-solving skills.

Excellent communication and interpersonal skills.

Ability to work independently and collaboratively in a team environment.

Commitment to gender equality and women's empowerment.

How to Apply:

Interested candidates should submit the following to [email address]:

Resume/CV

Cover letter detailing your relevant experience and interest in the role

Three professional references

Application Deadline: [Specify Deadline]

The Women's Resilience Centre is an equal opportunity employer and encourages applications from candidates of all backgrounds.

Join us in making a difference in the lives of women in our community. Be a part of an organization that values diversity, inclusivity, and social impact. Apply today!