

Position Description

Executive Lead Finance and Commercial

Job Title	Executive Lead – Finance and Commercial
Location	Melbourne CBD
Reports to:	CEO
No. of direct reports	3-6
Position Type	Ongoing, Full Time

About Good Cycles

We are on a mission to create safe and meaningful jobs through innovation and demonstrate how social enterprise can play a pivotal role in a sustainable future.

For 10 years Good Cycles have been leaders in social enterprise, using the bike and innovation to positively impact the lives of young people, by reducing barriers to employment and improving the communities we work in. Good Cycles is an independent not-for-profit that empowers young people by creating a safe and inclusive workplace, offering employment across our four operational divisions:

Good Spaces: Large scale green space and asset maintenance services.

Good Deliveries: Specialist inner-city delivered, logistics and sustainability services delivered via e-bike.

Good Bikes: Bike retail and tailored micro-mobility services.

Good People: Specialist managed workforce partnerships (labour-hire) with values-aligned partners.

We are a growing organisation with 180 staff and \$10mil annual turnover. Our profits go towards supporting young people who face barriers to employment through our Youth Employment Program and by creating jobs of the future that deliver social and sustainable outcomes.

The Youth Employment Program

Our Youth Employment Program is designed to support young people through coaching and skills development alongside real-world work experience. Through on-the-job learning, we improve job readiness, support networks, financial wellbeing, and resilience. In 2023 we provided over 27,500 hours of work to young people.

Our Values



COURAGE

We are courageous and ambitious; challenging ourselves and others to think beyond conventions and achieve excellence in all we do.



RESPECT

We treat everyone with mutual respect, recognising the importance of inclusion and diversity. We respect all individuals and take pride in the work we do.



CREATIVITY

We encourage creativity, fun and believe in the value of innovation. Not only do we see new ways to create opportunities, but we act on them.



EQUITY

We strive for equity both in the way we work and in our communities. We work inclusively and provide solutions that increase access to opportunities.



SAFETY & WELLBEING

We are committed to a safe, supported, and empowered work environment that fosters the physical, social and emotional wellbeing of all.

Purpose of the role

Good Cycles is entering a period of transformational change, as we amplify our social impact through organisational growth and expansion of employment pathways for young people. Critical to our 2023–25 strategy is our 'Growth and Sustainability' pillar, which focuses on achieving a sustainable business model. The Executive Lead Finance and Commercial will report to the CEO, with accountability to the FARM and Board. They will work closely with the Executive team to deliver on Good Cycles' strategy and business plan, providing timely financial reporting and strategic advice whilst leading best-practice finance and risk operations.

Key stakeholders

- CEO and Executive Team
- Finance, Audit and Risk Management (FARM) subcommittee
- Senior Leadership team
- Board of Directors
- Finance and Risk team
- External Auditors and partners across corporate, government and social sectors

Responsibilities

Leadership of the Finance and Risk team, with oversight of the following:

- **Financial Reporting:** Financial management reporting for internal and external stakeholders.
- **Financial Planning and Analysis:** Budgeting, forecasting, financial analysis, financial modeling, mergers and acquisitions.
- **Financial Operations:** Accounts payable, accounts receivable, payroll, bank reconciliations, asset management, general ledger and grants accounting.
- **Audit and Internal Controls:** External audit and reporting obligations, internal controls including oversight and testing.
- **Treasury & Tax Compliance:** Cashflow, liquidity, investments, ATO compliance.
- **Risk Governance and Management:** Risk management, including framework and policies.
- **Contract and Compliance Management:** Commercial contract registry, insurance, policy and legislative requirements.

Experience, skills and attributes

- Strong relevant experience (5 years plus), skills and qualifications in finance or accounting, ideally CA/CPA qualified
- Strong ability to think strategically, to lead commercial strategy and drive operational excellence
- High level working knowledge of generally accepted accounting principles, regulations and practices
- Proven track record in the delivery of financial operations, including use of systems and software as well as the ability to work accurately and meet deadlines
- Ability to manage risk with forward thinking approach to growth and efficiency
- Ability to lead systems and process transformation
- Significant experience and skills in leading teams and change management
- Strong ability to think flexibly and work adaptively, managing multiple priorities in a fast-paced environment
- Familiarity with social enterprise and/or experience across not-for-profit and for-profit sectors
- Excellent written and verbal communication skills
- High-level proficiency in MS Office and/or Google Suite
- Commitment to Good Cycles' social purpose

Key Focus Areas and Results

Focus Areas	Results
Financial Operations	• Clear financial systems and processes enable efficient operations • Cash flow/cash management is effective • Financial controls are in place and adequate • Clear contract and compliance management
Financial Management	• Timely and accurate financial reports provide insights to inform business/strategic decisions and identify risks • Budgets and forecasts enable operations planning and accountability • Financial modeling provides insights to support commercial and funding contracts
Risk and Compliance	• Clear frameworks and policies for managing risk and compliance obligations • Compliance with legislative and other requirements • Risk management mitigates identified risks according to strategic appetite
Leadership and Culture	• Finance and Risk team is well supported and resourced • Positive culture is maintained in line with organisational values • Good Cycles' social mission is supported and enabled through strong financial management