



Position Description

Position Title: Finance & Business Manager

Reports To: Chief Executive Officer

Direct Reports: Bookkeeper, Communications Lead, Finance and Administration Officer

Location: Moorabbin (hybrid/flexible work arrangements available)

Employment Type: Fixed Term Parental Leave Contract (9 months) – 0.8 FTE (30.4 hours per week)

Salary: SCHADS Award Level 8.1 plus salary packaging benefits

About Women's Health in the South East (WHISE)

WHISE is one of 12 Women's Health Services that since 1988 have been a key part of the Victorian preventative health infrastructure. These services are providers of gendered health promotion and primary prevention that collectively share a range of priorities. Funded through the Victorian Government, the Victorian Women's Health Services:

- Advocate for the wellbeing of all women across Victoria
- Promote good health and wellbeing to Victorian women
- Apply an expert intersectional gendered lens to health issues and systems to improve outcomes for women.
- Prevent the underlying causes of ill-health and harm for women in Victoria

WHISE works across 10 local government areas from South Melbourne down to the Mornington Peninsula and east to Casey and Cardinia. Our area of work is the Southern Metropolitan Region and is one of the most diverse and expanding regions across Australia.

WHISE proudly works in the South East Region of Melbourne to create equity by learning, educating and advocating for all women. We create positive and productive relationships based on understanding and evidence with leaders, individuals, communities and organisations in our region



Our Operating Principles

We are a supportive and collaborative feminist organisation committed to advancing gender equity and improving the health, safety and wellbeing of women and gender-diverse people. Guided by the principles of **intersectional feminism, compassion**, and the **leadership of lived experience**, we work to prevent violence, promote mental health, and improve access to sexual and reproductive health in our region.

Our values — **Curiosity, Collaboration, Authenticity**, and **Feminist Leadership** — guide how we work every day, both with community and within our team.

About the Role

This is a leadership role responsible for the effective management of our finance, operations, compliance and governance systems. Reporting to the CEO, the Finance & Business Manager provides strategic and hands-on oversight of finance, HR systems, IT, facilities, policy development, audit, risk management and governance support.

You will work closely with the CEO, Board, leadership team, and external suppliers to ensure the organisation meets its compliance obligations while building a strong, values-driven operational foundation that supports sustainable growth and impact.

Who You Are

You are a values-driven and collaborative finance leader, confident in dynamic settings. You combine strong technical expertise with strategic thinking and a focus on continuous improvement and are passionate about applying your skills to work that drives social change and gender equity.

Key Responsibilities

Financial Leadership

- Lead and manage the organisation's finance function including budgeting, forecasting, payroll, cash flow management and financial reporting.
- Prepare and deliver accurate monthly reports to the CEO and Board, with commentary and variance analysis.
- Manage the external audit process, ensuring timely preparation of year-end reconciliations and working papers.



- Ensure compliance with all financial, accounting, payroll and tax obligations under ACNC, ATO and other regulators.
- Oversee financial systems (including Xero), controls and policies to ensure accuracy, transparency and risk mitigation.
- Monitor investments and provide financial insight to the CEO and Treasurer.

Business and Operational Management

- Oversee key operational functions including IT, office systems, asset management, and procurement.
- Manage supplier relationships and contracts to ensure efficient and high-quality services.
- Coordinate rollout of new systems or upgrades, ensuring staff training and change management support.
- Ensure the contract and compliance registers are up-to-date and accurate.
- Act as Privacy Officer and ensure compliance with Work Health and Safety protocols.

HR Systems & Organisational Support

- Support recruitment, onboarding and induction in collaboration with leadership team.
- Ensure HR records and practices comply with legislation and organisational policy, including the requirements of the SCHADS Award and Fair Work Act 2009.
- Oversee annual review and implementation of workplace policies and procedures.
- Provide advice and support on staff-related matters such as payroll, superannuation, industrial awards, and grievances.



Governance & Compliance

- Support governance processes including Board meetings, Finance & Audit Committee, and the Annual General Meeting.
- Prepare statutory and regulatory filings, including to ACNC and Consumer Affairs.
- Lead policy and procedure reviews, ensuring Board approval and staff implementation.
- Support continuous improvement in governance and risk management practices.

Strategic & Cross-Team Leadership

- Contribute to organisational strategy and planning, including the development of the annual business plan and budget.
- Collaborate with program leads on funding applications and fee-for-service initiatives, ensuring accurate financial inputs.
- Lead the Finance & Business Team with a values-driven, strengths-based approach that promotes professional growth and psychological safety.

What You'll Bring

Essential Criteria:

- CPA/ CA qualification or equivalent, with a degree in accounting, finance or related discipline.
- Minimum 5 years' experience in financial and operational leadership.
- Hands-on experience managing financial operations, including month end activities, regulatory compliance, budgeting and cashflow forecasting
- Comprehensive knowledge of Australian Accounting Standards and financial reporting obligations.
- Strong working knowledge of HR systems, supplier contracts, risk management, and operational systems.



- High level proficiency in accounting software (Xero preferable) and Excel.
- Excellent interpersonal and communication skills, with the ability to provide financial and operational support across the organisation.
- A collaborative leadership style and commitment to equity and team wellbeing.

Desirable

- Demonstrated experience working in the non-profit or government funded sector, with knowledge of ACNC regulations, FBT and salary packaging.
- Experience processing payroll under the SCHADS Award, or a similar Award;
- Familiarity with the Southern Metropolitan Region of Melbourne.
- Understanding of gender equity, health promotion, and social determinants of health.
- Lived experience of inequity or marginalisation.

What We Offer

- A values-led, supportive and inclusive workplace.
- Hybrid/flexible work options and generous leave policies.
- Salary packaging to increase your take-home pay.
- Opportunities for learning, leadership and growth.
- Meaningful work that drives systemic change and supports women in your community.

Additional Requirements

- Current Australian working rights.
- Current Victorian driver's licence.
- National Police Check and Working with Children Check (or willingness to obtain).



WHISE is an equal opportunity employer and holds an exemption under the Equal Opportunity Act 2020 (H186/2021). We strongly encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, and people with disabilities.