



Finance & Operations Director

Position Description

April 2026

Summary

- \$140,000 - \$151,200 pro rata p.a. including super, depending on skills and experience
- 0.8 FTE
- One year contract with the intention of renewal subject to funding
- Work from home with occasional travel

About Us

The Renewable Energy Alliance ([RE-Alliance](#)) is an independent not-for-profit working to see a responsible shift to renewable energy in Australia that actively contributes to the strength and resilience of our regions.

We work to place regional communities at the centre of the shift to renewables. For local communities where large-scale solar, wind, transmission, and storage projects are built or proposed, we support collaboration to build regional prosperity.

For the renewable energy industry, we are experts on how to build trust with rural and regional Australia and make a meaningful difference. To governments, we are advocates for policy settings that leverage the energy transformation to become a vehicle for regional renewal across Australia. To the media, we are the go-to source for solutions-focussed narratives that place regional voices at the centre of this significant change.

Our team is spread across Australia, dedicated to a just and timely energy transition to achieve significant emissions reduction this decade. We are highly collaborative, punching well above our weight by working in partnership with other not-for-profits, community organisations, local governments and renewable energy companies.

The Role

The Finance and Operations Director leads RE-Alliance's financial management, organisational operations and company secretariat functions, ensuring strong financial stewardship, effective systems and processes, and organisational sustainability. The role requires a blend of strategic financial leadership, operational management, governance support, and risk management skills, and a willingness to engage in hands-on financial and operational tasks as required. The role could suit an established professional in the not-for-profit sector, an experienced CFO/COO wishing to move from the private sector to the not-for-profit sector or an early career executive looking to broaden their operational experience at a leadership level.

The Finance and Operations Director leads delivery of core organisational functions that enable the RE-Alliance's vision, ensuring the organisation is financially sustainable, operationally effective, well-governed and positioned to maximise positive impact. This role commences with a one-year contract, with the intention to continue the role subject to funding availability.

Key Responsibilities

The role's key responsibilities include:

Financial Strategy and Leadership

- Lead the financial strategy and planning cycle to deliver RE-Alliance's vision and goals.
- Manage annual budgets, forecasts and long-term financial plans.
- Identify risks and opportunities to strengthen financial position, including supporting diversified income streams.
- Provide strategic financial advice to the National Director and leadership team
- Facilitate efficient allocation and use of organisational resources.

Financial Management and Reporting

- Financial oversight: manage accounting, payroll, accounts payable/receivable and cash flow.
- Reporting: prepare timely and accurate financial reports for management and Board.
- Audit and compliance: coordinate audits and ensure compliance with financial regulations and standards.
- Systems: maintain and improve efficient and accurate financial systems and processes.

Organisational Leadership

- Executive leadership as part of the senior leadership team.
- Manage relevant staff or contractors supporting finance and operations functions.
- Stewardship of fundraising processes.
- Impact reporting to funders.
- Operational systems: oversee organisational systems and processes to support effective delivery.
- Oversee the implementation and iteration of new systems to ensure fitness with the organisation's size and functions

Governance, Risk and Compliance

- Support the National Director and Board in governance processes and reporting.
- Act as Company Secretary, including coordinating Board meetings, preparing agendas and papers, maintaining records and ensuring compliance with governance requirements.
- Manage Board communications, minutes, action tracking and statutory registers as required.
- Risk management: lead organisational risk identification, mitigation and monitoring.
- Compliance: ensure compliance with legal, regulatory and policy obligations, including ASIC and ACNC requirements where applicable.

People and Culture (Operational Oversight)

- HR systems: oversee HR policies, systems and compliance requirements.
- Workforce planning: support recruitment, onboarding and performance processes.
- Culture: contribute to a positive, inclusive, safe, and high-performing organisational culture.

Technology and Systems

- IT oversight: oversee IT systems, cybersecurity and data management.
- Digital efficiency: ensure systems support remote work and organisational effectiveness.
- System improvements: lead upgrades or implementation of operational and financial systems.

About You

Necessary Capabilities

- Ability to provide strategic financial advice and translate financial data into clear insights
- Sound judgement and resilience to resolve challenges independently using initiative as well as accessing support when needed
- Ability to work effectively in a small, remotely managed team
- Open to, and able to work with a wide range of views from across our diverse stakeholder group
- Aboriginal and Torres Strait Islander cultural awareness or commitment to complete training and build capability

Key Selection Criteria

Essential

1. 5-8 years professional experience in finance, accounting or operations roles, in a senior capacity with a high degree of autonomy
2. Proven ability to manage budgets and financial reporting
3. Experience supporting governance, risk and compliance processes, including working with Boards, preparing papers and coordinating meetings
4. Experience overseeing organisational operations, systems and process improvement
5. Strong stakeholder engagement skills and ability to communicate information clearly
6. A passion for climate justice; building Australia's renewable energy future; improving the fabric of local communities; and justice for First Nations people
7. Ability to undertake occasional interstate travel

Desirable

8. CPA/CA or equivalent qualification
9. Experience acting as Company Secretary
10. Understanding of the needs and opportunities in rural and regional Australia, preferably living in regional Australia
11. Experience in the not-for-profit sector

Accountabilities

The Finance and Operations Director has the following accountabilities:

- Reports to the National Director and will undertake tasks as agreed as part of the staff team during the period of employment
- May manage staff or contractors supporting finance and operations functions
- May not engage in any trade, profession or business which would be in conflict with the duties of the position. Potential employees must declare conflicts of interest prior to commencement and if any arises during the course of employment

Remote Working

RE-Alliance is a fully remote working organisation that supports flexible work arrangements and work-life balance, enabling all employees to manage their professional and personal lives effectively, regardless of circumstances. It is expected that you will bring your own laptop, smartphone, and be set up to work productively from home or remotely for the majority of your employment. However, where this would create a barrier to employment or productivity, RE-Alliance may offer support and alternative workplace arrangements on a case-by-case basis.

Application

To apply for this role, please submit your resume and cover letter, including your responses to the key selection criteria, via EthicalJobs.

If you'd like to discuss the role, please contact our National Director, Andrew Bray, via andrew@re-alliance.org.au.

This position description is intended as a guide and may be amended from time to time in line with organisational needs.

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