



Position Description

Position Title	Business Manager
Classification	Business Operations and Administration
Salary	\$75,000 to \$85,000 plus super (Pro Rata)
Location	Canberra
Status	Part time, Fixed Term 12 months (possible extension)
Reports to	Chief Executive Officer

About the National Landcare Network

The National Landcare Network is the national representative body for community Landcare across Australia. We work collaboratively with State and Territory Landcare Organisations, government, industry and community stakeholders to strengthen and support the Landcare movement.

Our work focuses on enabling community led environmental outcomes, supporting volunteers and community organisations and building the long term capability of Landcare across Australia.

Position Overview

The Business Manager plays a key role in the ongoing success and day to day operations of the National Landcare Network.

This position is responsible for leading the organisation's core business administration functions including finance administration, payroll coordination, operational systems and office management. The role provides an opportunity for someone who enjoys working across a broad range of business functions within a purpose driven national organisation.

Working closely with the CEO and leadership team, the Business Manager will take ownership of business operations and help drive efficient, professional and well organised internal systems and processes.



This role would suit someone who is proactive, highly organised and enjoys working autonomously in a small and collaborative team environment. It offers flexibility, variety and the opportunity to contribute to meaningful national work supporting community Landcare outcomes across Australia

Key Responsibilities

Finance and Business Operations

- Lead day to day financial administration activities including accounts payable and receivable
- Manage invoicing, payment processing and financial record keeping
- Coordinate payroll processing and ensure payroll activities are accurate and compliant
- Monitor expenditure and assist with budget tracking and financial reporting
- Prepare financial documentation to support grant acquittals and reporting obligations
- Maintain accurate and audit ready financial records and systems
- Liaise with external bookkeepers, accountants, auditors and service providers

Business Administration

- Lead office administration and operational coordination activities
- Manage organisational records, document management systems and business processes
- Coordinate travel bookings, subscriptions, procurement and supplier management
- Support development and implementation of operational procedures and administrative systems
- Ensure business administration activities are delivered professionally and efficiently
- Contribute to continuous improvement across organisational operations



Systems Administration and Operational Support

- Manage administration of business systems including Microsoft 365, SharePoint, Teams, Xero, Employment Hero and related platforms
- Support system improvements, workflow efficiencies and digital administration processes
- Coordinate with external IT providers where required
- Maintain staff access, permissions and system records
- Assist with implementation of new systems and operational improvements

Organisational Support

- Support organisational compliance activities and operational reporting requirements
- Coordinate renewals, insurances and key business administration requirements
- Assist with maintaining a positive, professional and well organised working environment
- Work collaboratively with staff, contractors and stakeholders to support organisational objectives

Qualifications and Experience

- Experience in business administration, operations, finance administration or payroll coordination
 - Strong organisational skills with the ability to manage multiple priorities independently
 - Experience using financial and payroll systems such as Xero and Employment Hero
 - Strong attention to detail and ability to maintain accurate records and processes
 - High level written and verbal communication skills
 - Proficiency using Microsoft Office and cloud based business systems
 - Ability to work proactively and take ownership of operational responsibilities
 - Experience working within a small business, not for profit or community organisation environment would be highly regarded
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What Success Looks Like in This Role

- Financial administration and payroll processes are accurate, efficient and well managed
 - Organisational systems and operational processes run smoothly and professionally
 - Business records and documentation are well maintained and audit ready
 - Operational improvements and efficiencies are identified and implemented
 - Staff and stakeholders experience responsive and high quality administrative support
 - The organisation is supported by strong internal systems and reliable operational processes
 - The CEO and leadership team are well supported to focus on strategic priorities
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Why Join Us

- Flexible part time role with autonomy and variety
 - Opportunity to play a meaningful role in a national purpose driven organisation
 - Collaborative and supportive team environment
 - Opportunity to take ownership of business operations and systems
 - Work that contributes to strengthening community led environmental outcomes across Australia
 - Flexible and modern working environment with a focus on continuous improvement and innovation
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