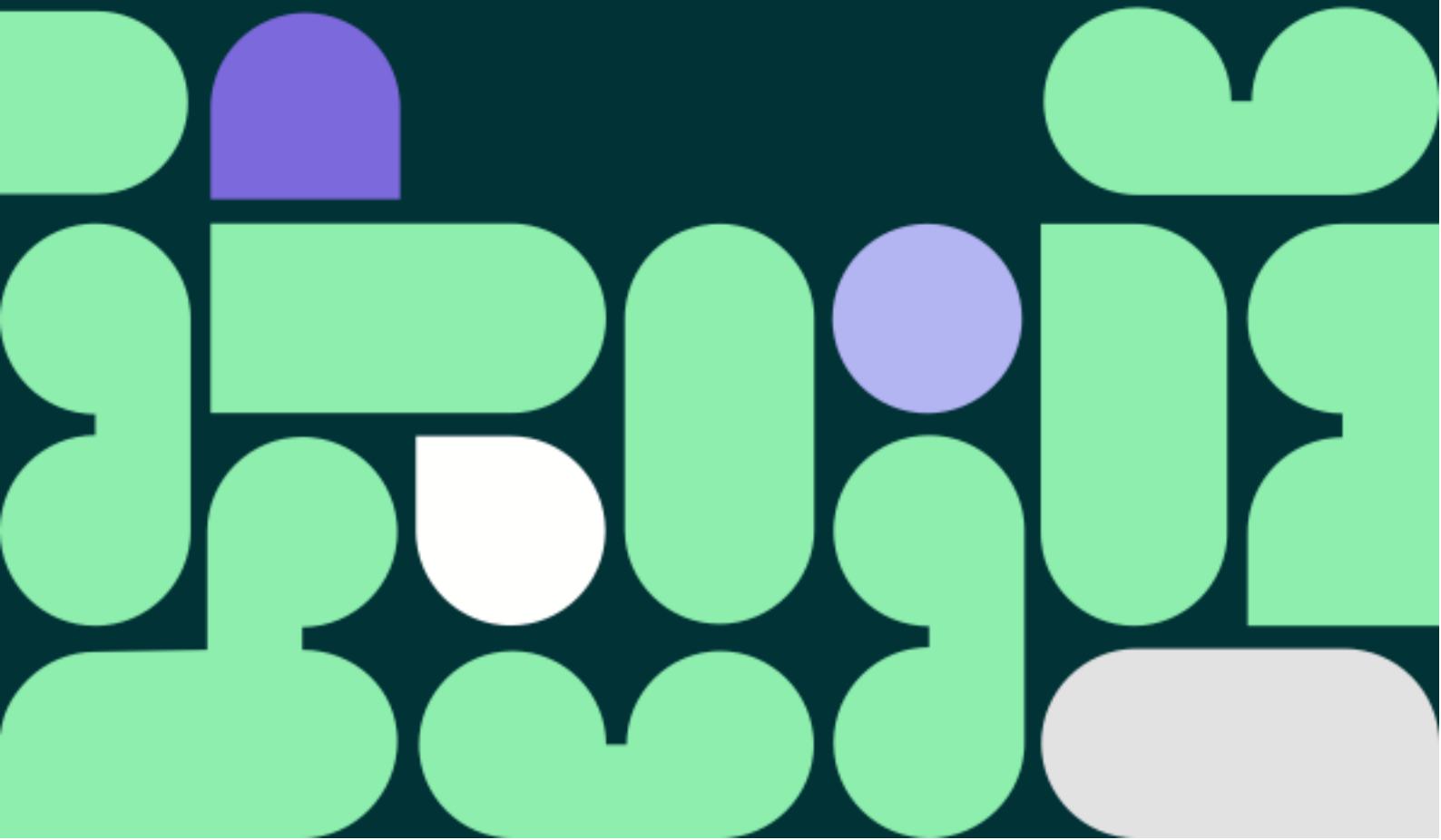


Position Description

Finance and Grants Manager



About QDFVA Ltd

QDFVA Ltd is the peak body for domestic and family violence organisations in Queensland.

Established in December 2025 as a public company limited by guarantee and registered charity, QDFVA works from an intersectional feminist approach, informed by an understanding of the gendered nature of violence, while acknowledging that domestic and family violence can affect people of all genders.

We hold the interests of all victim survivors at the heart of everything we do. We apply a specialist lens across primary prevention, early intervention, response and recovery and the inter relation between them.

As a newly established organisation, QDFVA is at an exciting juncture. The Finance and Grants Manager will play a foundational role in building the financial systems, controls and funding pipeline that will underpin the organisation's long term sustainability and impact.

Position Details

Position Title	Finance and Grants Manager
Reports To	Chief Executive Officer
Direct Reports	Nil at commencement, with potential for future direct reports as the organisation grows
Location	Remote home base in Queensland, with travel as required
Employment Type	Full Time
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS Award)
Remuneration	Level 7 (negotiable)

About the Role

The Finance and Grants Manager is responsible for the financial management and grant funding functions of QDFVA Ltd.

Reporting to the Chief Executive Officer, the role combines hands on financial operations with strategic grant acquisition and management.

This is a unique opportunity to shape the financial foundations of a new peak body from the ground up. The Finance and Grants Manager will design and embed the systems, controls, policies and processes that will support QDFVA's financial management and growth, while leading the identification, preparation and administration of grant funding opportunities that resource the organisation's strategic priorities.

The role suits a values driven finance professional with strong technical skills and comfortable working in a start-up environment. The successful candidate will have demonstrated grant writing capability and an appetite to contribute to building a values aligned organisation that is making a difference for women and children affected by domestic and family violence in Queensland.

We're open to flexible working arrangements, including part-time or full-time hours, flexible start and finish times, and remote work options by agreement. We want to support a healthy work-life balance while helping you do your best work.

Key Responsibilities

The position description outlines the core responsibilities of the role. The list is indicative and not exhaustive.

Key Responsibility	Description	Responsibilities in Action
Financial Management	Establish and maintain the financial systems, controls	<ul style="list-style-type: none">Establish and maintain QDFVA's cloud accounting platform and related integrations.

Key Responsibility	Description	Responsibilities in Action
and Operations	and processes that support sound financial management of QDFVA.	<ul style="list-style-type: none"> • Manage day to day financial operations including accounts payable, accounts receivable, bank reconciliations and general ledger. • Process and manage payroll, superannuation, PAYG withholding and related employee payments. • Prepare and lodge BAS, IAS, FBT and other statutory returns within required timeframes. • Maintain accurate and complete financial records in accordance with Australian Accounting Standards and ACNC requirements. • Manage banking, credit card and corporate purchasing arrangements.
Budgeting, Reporting and Financial Stewardship	Provide accurate, timely and meaningful financial information to support decision making by the CEO and Board.	<ul style="list-style-type: none"> • Develop and manage organisational and program budgets in consultation with the CEO. • Prepare monthly financial reports for the CEO and quarterly financial reports for the Board. • Develop financial forecasts, cash flow projections and scenario analyses. • Prepare year-end financial statements and coordinate the annual external audit. • Prepare the Annual Information Statement for the ACNC and other statutory financial reporting. • Translate financial information into accessible briefings for non-finance audiences.
Grant Strategy, Identification	Lead the identification and securing of grant	<ul style="list-style-type: none"> • Develop and implement QDFVA's grant funding strategy.

Key Responsibility	Description	Responsibilities in Action
and Acquisition	funding aligned with QDFVA's strategic priorities and charitable purpose.	<ul style="list-style-type: none"> • Research and monitor government, philanthropic and corporate grant opportunities. • Maintain a forward pipeline of opportunities and a submission calendar. • Lead the preparation, drafting and submission of grant applications and tenders. • Develop persuasive applications that clearly articulate QDFVA's value proposition, theory of change and impact. • Coordinate input from internal and external contributors to applications.
Grant Management, Acquittal and Funder Relations	Manage active grants and partnerships to ensure compliance with funder requirements and strong, transparent relationships.	<ul style="list-style-type: none"> • Manage active grant agreements including milestone tracking, expenditure monitoring and contract compliance. • Prepare progress reports and final acquittals in accordance with funder requirements. • Maintain accurate fund accounting records that distinguish restricted, unrestricted and tied funds. • Build and maintain professional working relationships with government funders and philanthropic partners. • Coordinate funder visits, audits and program reviews. • Identify opportunities to extend, renew or diversify existing funding arrangements.
Compliance, Risk and Governance	Ensure QDFVA meets its financial compliance obligations and that	<ul style="list-style-type: none"> • Ensure compliance with ACNC Governance Standards, ATO requirements and applicable taxation law.

Key Responsibility	Description	Responsibilities in Action
	financial risks are identified, monitored and managed.	<ul style="list-style-type: none"> • Maintain financial policies, procedures and delegations of authority. • Identify, assess and manage financial risks in conjunction with the CEO. • Support the Board and any Finance, Audit or Risk Committee with timely and accurate financial information. • Maintain appropriate insurances and review coverage annually. • Support implementation of internal controls and segregation of duties appropriate to a small organisation.
Organisational Establishment and Continuous Improvement	Contribute to the establishment of QDFVA as a values driven, well run organisation with strong operational foundations.	<ul style="list-style-type: none"> • Contribute to building QDFVA's foundational systems, processes and organisational culture. • Design and embed efficient finance and grant management workflows. • Identify opportunities for process improvement, simplification and automation. • Contribute to broader organisational projects and cross functional initiatives as required. • Model the values and standards expected across the organisation.
Workplace Health and Safety	Contribute to a safe, healthy and respectful workplace.	<ul style="list-style-type: none"> • Comply with QDFVA's WHS policies, procedures and lawful directions. • Identify, assess and report hazards in the workplace, including in a home based work environment. • Contribute to a positive safety culture across QDFVA.

Key Responsibility	Description	Responsibilities in Action
		<ul style="list-style-type: none">• Participate in WHS training, consultation and review activities.• Report incidents, near misses and hazards in accordance with QDFVA procedures.

Key Outcomes (First 12 to 24 Months)

The Finance and Grants Manager will be expected to deliver against the following outcomes during the establishment phase.

- Establish and embed QDFVA's financial systems, controls, policies and procedures.
- Deliver accurate and timely financial reporting to the CEO and Board.
- Develop and implement a grant funding strategy with an active pipeline of opportunities.
- Successfully secure grant funding aligned with QDFVA's strategic priorities.
- Establish strong, positive relationships with government, members and philanthropic funders.
- Ensure full compliance with ACNC, ATO and other statutory obligations.

Selection Criteria

Essential

- Tertiary qualifications in accounting, finance, commerce or a related discipline.
- Membership of CPA Australia or Chartered Accountants Australia and New Zealand, or working towards membership.

QDFVA

- Demonstrated experience in financial management within the not for profit, community services or peak body sector.
- Demonstrated experience in grant writing with a strong track record of successful applications.
- Demonstrated experience in grant acquittal, funder reporting and managing restricted funds.
- Strong working knowledge of cloud accounting platforms (such as Xero or MYOB) and payroll systems.
- Sound understanding of ACNC Governance Standards, charity tax concessions and not for profit financial reporting requirements.
- Excellent written communication skills with the ability to prepare persuasive funding applications and clear financial reports.
- Strong analytical skills with high attention to detail and accuracy.
- Demonstrated ability to translate financial information for non-finance audiences.
- Demonstrated commitment to the prevention of domestic and family violence and an understanding of the gendered nature of violence.

Desirable

- Experience establishing finance and grant management functions in a new or growing organisation.
- Experience working with peak bodies, membership based organisations or sector networks.
- Knowledge of Queensland and Commonwealth funding landscapes relevant to the domestic and family violence sector.
- Experience supporting external audit and the preparation of annual financial statements for charities.
- Working knowledge of fund accounting and project costing methodologies.

Personal Attributes

The successful candidate will be a values-driven finance professional who combines technical excellence with a genuine passion for the prevention of domestic and family violence.

They will bring the discipline of finance together with the creativity required to secure funding and the collaborative spirit required to build a new organisation. Key attributes include:

- Values driven, with genuine commitment to QDFVA's purpose.
- Highly organised, self-directed and able to prioritise competing demands.
- Collaborative team player who builds trust through accuracy, reliability and clear communication.
- Resilient, adaptable and comfortable with the ambiguity of a start-up environment.
- Growth mindset with enthusiasm for building something new.
- Strong ethical foundation and commitment to transparency and accountability.
- Cultural humility and commitment to continuous learning.

Conditions of Employment

- Satisfactory National Police Check.
- Working with Children Check (Blue Card) or evidence of a pending application.
- Right to work in Australia.
- Current driver licence and willingness to travel within Queensland as required.
- Willingness to work flexible hours including occasional evenings as required for board meetings, sector events and funder engagements.

Acceptance

I have read the above Position Description and understand and accept the role requirements for the position of Finance and Grants Manager.

Employee Signature	
Date	

Note: The above information on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

QDFVA Ltd acknowledges Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the lands on which we work and live. We pay our respects to Elders past and present and recognise the ongoing connection of Aboriginal and Torres Strait Islander peoples to Country, culture and community.

QDFVA Ltd is a Child Safe Organisation and is committed to the safety and wellbeing of all children and young people. We have zero tolerance for child abuse and neglect in any form and are committed to practices that protect children from harm.