



How to Apply

To apply for the position of Finance and Grants Manager, please submit the following:

1. **Cover letter** (maximum one page) outlining your interest in the role and alignment with QDFVA's purpose.
2. **Current curriculum vitae**, including employment history, qualifications, professional memberships and the names and contact details of two professional referees. Referees will not be contacted without your prior consent.
3. **Statement addressing the selection criteria** (maximum three pages), responding to each of the essential criteria listed below. Within your statement, please also include a short summary of two or three grant applications you have led or substantially contributed to, noting the funder, the amount sought and awarded, and your specific role.
 - 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.
 - 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.

Submission Details

Applications should be emailed to info@qdfva.org.au with the subject line “**Application: Finance and Grants Manager**” by 29th of May 2026.

For a confidential discussion about the role, please contact Mel Arnost at ceo@qdfva.org.au.

Equal Opportunity and Inclusion

QDFVA is an equal opportunity employer. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, people with disability, LGBTIQ+ people, and victim survivors with lived experience expertise.

If you require adjustments to participate in the recruitment process, please contact the enquiries officer above in confidence.