

Position Title	Finance Lead - 9 Month Parental Leave Cover
Location	Remote working, Australia-based
Reports to	CEO
Directly Supervising	NA
Commitment	Part-time 0.2 FTE (flexible working hours).
Remuneration	\$90,000 per annum + super (prorated for part-time hours), and the option to salary package up to \$18,550.

Position Purpose and Context	
Organisational Overview	<p>Founded in 2018, Doctors For Nutrition (DFN) is an independent health-promotion charity working to equip healthcare practitioners, institutions and the general public with evidence-based information and education on optimal human nutrition.</p> <p>With medical and dietetic practitioner ambassadors across Australia, New Zealand and globally, our mission is to inspire the healthcare sector, policymakers and society at large to adopt nutrition-led lifestyle medicine as a powerful tool in disease prevention and care.</p> <p>Our vision is a world free from preventable disease so that everyone can thrive and live to their full potential.</p>
Position Purpose	<p>The Finance Lead is responsible for managing DFN's financial activities, including payroll, administration of salary packaging, budget and financial reporting, supplier payments, and reconciliation of accounts.</p> <p>This is a 9-month contract to commence mid-June or 1 July 2026.</p>
Primary Responsibilities	<p>Finance management</p> <ul style="list-style-type: none"> • Processing of accounts payable and receivable, and month-end accounts, including bank reconciliations, profit & loss reconciliations and balance sheet reconciliations. • Costing out all income and expenses to organisational projects and program areas. • Prepare annual financial statements to complete the financial audit in accordance with Australian Accounting Standards. • Lead annual financial audit. • Prepare annual financial forecasts and budgets. • Provide financial advice and reports to the CEO as required. • Manage and assess organisational cash flow, cash reserves and financial capacity.

	<ul style="list-style-type: none"> ● Calculation of GST, PAYGW and FBT and the lodgement and ATO activity statements. ● Support team members in developing project, event and grant budgets. ● Monitor all grant income and expenditure. ● Prepare financial acquittals for grants in accordance with grant agreements. ● Prepare financial reports, including monitoring and tracking against budget, on a quarterly basis or as required. <p>Payroll management</p> <ul style="list-style-type: none"> ● Process fortnightly payroll, including single touch payroll (STP) reporting and employee payslips, as well as employee superannuation payments, and salary packaging arrangements (FBT). ● Process eCompletion, delivery and lodgement (to the ATO) of staff year-end payment summaries and final year-end STP reporting to the ATO. ● Prepare salary declaration of workers' compensation insurances. ● Monitor and process employee leave entitlements.
<p>Skills & Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> ● An understanding of and dedication to the vision, mission and values of Doctors For Nutrition. ● Experience in finance and payroll management in small to medium-sized organisations, including budgeting and financial reporting. ● Excellent knowledge of Australian taxation law in relation to payroll, GST and FBT. ● Tertiary education in accounting or finance. ● Sound analytical and problem-solving skills and the ability to make appropriate recommendations. ● Excellent interpersonal and time-management skills. ● Ability to work both autonomously and collaboratively with other team members. <p>Desirable</p> <ul style="list-style-type: none"> ● Experience in finance within the not-for-profit sector.
<p>Organisational Values</p>	<p>Impact through evidence We are goal-oriented, strategic and evidence-based in our efforts to elevate the application of nutrition in healthcare.</p> <p>Tenacity We are tenacious and bold as we seek opportunities to equip individuals, practitioners and policy-makers with transformative nutritional knowledge.</p>

Compassion

Kindness and respect are at the core of what we do: we seek to reduce suffering, care for those who are the least privileged, and empower people without judgment.

Accountability

We are committed to integrity, professionalism and openness, to continually grow our reputation as a trusted authority on nutrition in healthcare.

Collaboration

We create connections and build networks across a wide range of stakeholders to advance our mission.