



# Karrkad Kanjdji Trust

## Position Description: Finance Manager

**Title:** Finance Manager

**Remuneration:** Salary: \$155,000-\$170,000 plus superannuation (full-time equivalent), negotiable based on skills and experience. Part-time arrangements will be remunerated on a pro rata basis.

**Location:** Melbourne / hybrid

**Date Published:** 02/06/2026

**Position Basis:** 0.6 FTE

*First Nations applicants are strongly encouraged to apply*

The Finance Manager at Karrkad Kanjdji Trust plays a critical role in supporting the organisation's long-term sustainability through strong financial management, governance, compliance, and risk oversight. This is an exciting opportunity to be part of a mission-driven organisation that supports Indigenous environmental and cultural conservation in West and Central Arnhem Land.

## About Us

The Karrkad Kanjdji Trust ("gada-gut guny-jee") brings together Indigenous ranger groups, communities and philanthropists to address some of our nation's most pressing issues. These include regenerating our natural environment, taking action on climate change, creating meaningful and equal employment opportunities, and supporting the continuation of the world's oldest living culture.

Karrkad Kanjdji Trust (KKT) was established by the Traditional Owners of the Warddeken and Djelk Indigenous Protected Areas (IPAs) in 2010, to support their vision for healthy Country. They named us after Arnhem Land's stone country highlands or karrkad ("gada-gut") and savanna lowlands or kanjdji ("guny-jee") that we work together to protect.

We now partner with over one-third of Arnhem Land's ranger groups. These rangers care for over 50,000 square kilometres of land and sea country in one of Australia's most culturally rich and biodiverse regions: Arnhem Land in the Northern Territory's 'Top End'.

Our role is to listen to the needs and visions of Indigenous communities for how they want to manage their natural and cultural heritage, and support them to realise it on their own terms. This has naturally led to a simple yet highly effective model for philanthropy founded on an Indigenous approach to conservation where each part strengthens the whole. These six parts are: 1) Protecting native biodiversity, 2) Investing in women rangers, 3) Safeguarding Indigenous culture, 4) Managing fire and climate, 5) Educating future custodians, and 6) Supporting people on Country.

Every project is 100 per cent community-owned, from concept to long-term impact.

You can find further details in our [latest annual report](#).

### **About the Role:**

The Finance Manager is responsible for leading Karrkad Kanjdji Trust's financial management function and supporting the organisation's governance, compliance, investment and risk management activities.

Reporting to the CEO, the role provides strategic and operational financial leadership across budgeting, forecasting, financial reporting, audit coordination, grants administration, cash flow management, and statutory compliance. The Finance Manager works closely with the CEO, Board, and Finance, Audit, Investments and Risk Advisory Committee to provide high-quality financial information, analysis, and advice that supports effective decision-making and long-term organisational sustainability.

As Company Secretary, the role coordinates governance processes and compliance obligations, supports Board and committee administration, and contributes to the continuous improvement of organisational systems, policies, and controls.

Working across all areas of the organisation, the Finance Manager plays an important role in ensuring KKT maintains strong financial stewardship while supporting the organisation's mission to strengthen Indigenous-led land and sea management across Arnhem Land.

### **Key Responsibilities**

#### Financial Management & Reporting

- Lead KKT's financial management, including budgeting, forecasting, cash flow, financial reporting, audit coordination, payroll, and statutory compliance.
- Provide timely and accurate financial information, analysis, and advice to the CEO, Board, and Advisory Committees to support organisational decision-making.

#### Grants, Funds & Financial Administration

- Oversee the financial administration of grants, philanthropic income, restricted funds, and the KKT Endowment Fund, ensuring accurate tracking, reporting, and acquittal of funding. Support the administration and reporting of the Endowment Fund's investments - performance reporting, liaison with the appointed investment manager, primary contact with the wealth management platform, and monitoring against the investment policy and drawdown settings.

#### Governance, Risk & Compliance

- Maintain effective financial controls, risk management systems, organisational policies, and compliance frameworks to support sound governance and organisational accountability. Maintain financial delegations and payment and banking authorities appropriate to the size of the organisation, with sound segregation of duties.

- Coordinate insurance, legal, regulatory, and reporting obligations, including ACNC and taxation requirements. This includes maintaining DGR endorsement and gift-fund compliance, and the GST and FBT treatment relevant to a charitable trust.

#### Company Secretariat & Board Support

- Fulfil the responsibilities of Company Secretary, supporting the Board and Finance, Audit, Investments and Risk Advisory Committee through governance administration, meeting coordination, statutory registers, and governance reporting. This spans both the trustee company's obligations under the Corporations Act and the Trust's requirements under the Trust Deed.

#### Systems & Continuous Improvement

- Lead the development and continuous improvement of financial systems, processes, policies, and organisational controls to enhance efficiency, compliance, and organisational effectiveness.

#### Organisational Leadership & Support

- Provide financial, governance, and risk management advice to staff, Directors, and committees, contributing to a collaborative and high-performing organisational culture.

#### **Key Selection Criteria**

- 1. Financial Management Expertise:** Demonstrated experience managing organisational finances, including budgeting, forecasting, financial reporting, cash flow management, audit coordination, and statutory compliance.
- 2. Governance and Company Secretarial Experience:** Proven experience supporting Boards and Board committees, including preparation of Board papers, governance reporting, maintenance of statutory registers, and company secretarial responsibilities.
- 3. Risk, Compliance, and Internal Controls:** Strong knowledge of organisational risk management, compliance frameworks, financial controls, and regulatory obligations, ideally including ACNC, Corporations Act, taxation, and employment-related requirements.
- 4. Grants and Fund Management:** Experience administering grants, restricted funding, acquittals, and project-based financial reporting, preferably within the not-for-profit, philanthropic, or public sector environment. Experience supporting investment, endowment, or trust-fund reporting and administration is highly valued.
- 5. Financial Systems and Process Improvement:** Demonstrated ability to manage and improve financial systems, policies, procedures, and organisational processes to strengthen efficiency, compliance, and reporting capability.
- 6. Communication and Stakeholder Engagement:** Highly developed written and verbal communication skills, with the ability to present complex financial and governance information clearly to Boards, committees, senior leaders, and non-financial stakeholders.
- 7. Leadership and Collaboration:** Proven ability to build effective working relationships, provide trusted advice, and contribute positively to a collaborative and values-driven organisational culture.
- 8. Qualifications:** Relevant tertiary qualifications in Accounting, Commerce, Finance, or a related discipline, with CPA or CA qualification (or equivalent) highly desirable.

Desirable

- Experience in the not-for-profit, philanthropic, Indigenous, or community sector.
- Understanding of Indigenous-led organisations and commitment to working in partnership with First Nations peoples and organisations.

### Position Relationships

Reporting to KKT's CEO, Stacey Irving, the role of Finance Manager works collaboratively with KKT's small team and with program managers, Directors, Traditional Owners, rangers and stakeholders across the country.

Position title of manager	CEO
Titles of positions that report to this position	None

### How to apply

Applications must include a CV and cover letter that clearly addresses each of the Key Selection Criteria using examples of past experience. Applications that do not address the Key Selection Criteria will not be considered.

Please email applications to [stacey.irving@kkt.org.au](mailto:stacey.irving@kkt.org.au) by COB Tuesday 23 June 2026.

Applications will be reviewed as they are received and interviews may commence prior to the closing date. KKT reserves the right to close the recruitment process early should a suitable candidate be identified.

For further information contact Stacey Irving, CEO, at the email listed above or on 0491 944 915.