

A FUTURE FOR ALL OF US



Queensland Greens State Finance Manager Position Description

The Queensland Greens are seeking a highly skilled and motivated **State Finance Manager** to oversee the organisation's financial health, compliance systems, and operational finance functions. This role is pivotal in ensuring the party maintains rigorous financial controls and sustainable practices during a period of organisational growth and election cycles.

Position Overview

Detail	Description
Reports To	State Director
Employment Type	Full-time – 1.0 FTE with 7.6 hour days
Qld Greens Agreement Level	6.5
FTE Rate PA	\$106,087.08
Location	State Office and WFH
Direct Reports	Accounts Payable and Banking Support Officer; Accounts Receivable and Income Reconciliation Officer; and temporary staff as required.

About the Role

The Finance Manager is responsible for the leadership of the finance team and the comprehensive management of the Queensland Greens' financial reporting, payroll, and compliance obligations. You will work closely with the State Director, Treasurer, Senior Accountant and various governing bodies to support effective financial decision-making and organisational sustainability.

The position plays a key role in improving financial and administrative systems, supporting operational planning, and strengthening organisational accountability. The role will suit a financial all rounder with experience at cost centre management and regulator servicing.

Role Purpose

The purpose of this role is to:

- Ensure accurate and reliable financial systems and records.
- Provide timely financial reporting and analysis to management and governing bodies.
- Oversee operational finance workflows, including payroll and internal controls.
- Ensure compliance with taxation, electoral, and regulatory obligations.
- Coordinate audit processes and maintain audit-ready documentation.
- Support organisational sustainability and risk management.

Core Responsibilities

Financial Management and Oversight

- Oversee day-to-day financial operations, including accounts payable and receivable.
- Monitor organisational cash flow and maintain the general ledger.
- Review and approve journals and reconciliations to minimise financial risk.

Budgeting and Financial Planning

- Prepare annual budgets in consultation with management.
- Monitor budget performance, identify variances, and provide forecasting for election cycles.

Reporting and Compliance

- Prepare monthly, quarterly, and annual financial reports with analysis for the Management Committee.

- Ensure compliance with BAS, payroll tax, superannuation, and electoral disclosures.
- Act as the primary liaison for external auditors and regulatory bodies.

Payroll and HR Administration

- Oversee payroll processing and maintain employee records.
- Support onboarding and offboarding processes and contract administration.
- Coordinate leave tracking and workforce administration.

Systems and Support

- Manage finance systems (MYOB or equivalent) and improve integration between banking and payment platforms.
- Supervise and support finance administration staff and provide guidance to branch treasurers.

Selection Criteria

Essential

- Demonstrated experience in financial management, accounting, or senior finance administration.
- Strong understanding of financial reporting, reconciliations, and budgeting.
- Proven experience managing payroll and HR administration processes.
- Proficiency in managing finance systems such as MYOB or equivalent.
- Experience overseeing compliance and coordinating audit processes.
- Strong analytical, organisational, and communication skills.
- Ability to manage confidential personnel and financial information.
- Commitment to Greens values and consensus-based processes.

Desirable

- Accounting qualifications or equivalent professional experience.
- Experience in the not-for-profit or political sector.
- Experience with multi-cost-centre or project-based financial management.
- Experience working with regulatory audits or compliance investigations.

How to Apply

To apply for this position, please submit the following:

1. **Cover Letter:** Outlining your suitability for the role.

2. **CV/Resume:** Detailing your professional history.
3. **Employment History:** A list of your last three employers, job titles, and duration of employment.
4. **Statement of Values:** A brief outline of your experience with the Greens and/or alignment with the party's values.

Applications should be submitted via the official application form: [LINK](#)

Kitty Carra

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Queensland Greens

sustainability | peace | democracy | justice

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