



Position Description

Director of Finance

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QSAN Secretariat

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Position Description – Director of Finance

Position Title:	Director of Finance
Terms:	Permanent part-time (12-15 hours / week)
Pay Award and Classification:	SCHADS Award Level 7
Reporting to:	CEO
Location:	This role can be based anywhere in Queensland.

ABOUT QSAN

The Queensland Sexual Assault Network (QSAN) are the leading, independent, funded Sexual Violence Peak Body for specialist sexual violence support and prevention services in Queensland. Our membership are located across Queensland including specialist services in regional and rural locations. QSAN are committed to working alongside and centering the voices of survivors of sexual violence, and engaging collaboratively with specialist services, organisations, and communities for the prevention of sexual violence.

As the Sexual Violence Peak Body for Queensland, QSAN implements a range of innovative activities to achieve our aims and objectives including:

- statewide consultation and coordination of service responses;
- systemic advocacy and engagement in policy, program and legislative reform processes;
- sector leadership and capacity building of specialist services;
- workforce development, practice forums, and professional training;
- social action, community engagement, education, early intervention and prevention work; and
- statewide, national and international partnerships to advance community-led responses to sexual violence and other initiatives that improve outcomes for survivors of sexual violence.

QSAN was formed as a statewide network in 2002 and have long held the vision and commitment to develop as a funded Sexual Violence Peak Body. At the heart of QSAN's work is the strength and diversity of our membership base and the importance of providing opportunities for connection, peer support, and the development of communities of practice to promote shared learning and collective impact. QSAN recognise the significant and innovative work that members undertake in responding to meet the needs of survivors of sexual violence in Queensland, and we will continue to lobby and advocate to see member services appropriately resourced and supported to fulfill this vital work.

QSAN are committed to upholding and promoting the rights of children and we represent services who are Child Safe Organisations, as defined under the Queensland Child Safe Organisations Act 2024. We are committed to upholding and promoting the safeguarding of children, young people, and vulnerable adults accessing specialist sexual violence support services, and through our governance and culture.

QSAN maintains that all forms of sexual violence are unacceptable in any circumstance. Sexual violence is a serious crime and a violation of human rights. Sexual violence affects people of all ages, all cultural backgrounds, and all genders, including women, men, trans, non-binary and gender diverse people. Every person has the right to safety, dignity, and autonomy. QSAN upholds an affirmative model of consent that involves ongoing communication to ensure that individuals are freely and enthusiastically consenting to participate in a sexual activity. Sexual consent can never be assumed, nor obtained through force, threats, intimidation, or coercion of any kind. Consent can also be withdrawn by individuals at any time, and their choices must be respected.

Position Summary

The Director of Finance (DOF) is responsible for delivering accurate, timely and compliant finance and payroll functions to support QSAN's operations, while also providing strategic financial insights and analysis to inform organisational decision-making. This executive-level role has no direct reports and combines hand-on responsibility for payroll processing, accounts management, reconciliations and financial administration with higher-level oversight of budgeting, forecasting, cash flow monitoring, reporting and audit coordination. Working closely with the CEO and external advisors as required, the



position contributed to strong financial governance, supports planning and sustainability and identifies opportunities to improve financial performance, systems and internal controls.

QSAN employees are expected to work in alignment with QSAN's mission, values, and feminist practice framework, and to contribute to a collaborative, inclusive, and reflective organisational culture.

QSAN requires its employees to demonstrate a commitment to and alignment with the QSAN mission statement and philosophy. QSAN employees are expected to:

- Utilise intersectional feminist and social justice principles in practice.
- Actively contribute to teamwork and team care.
- Utilise collaborative decision-making processes, which requires a high degree of participation, communication, and personal responsibility.
- Utilise consultative and transparent processes.
- Actively reflect on their own practice, foster trust and respect, and contribute to the ongoing improvement of QSAN service provision and processes.

In addition, QSAN employees are also expected to:

- Align personal performance to the Strategic and Operational Plans, relevant funding agreements, this position description and as directed by your line supervisor or the management team.
- Ensure compliance with all legislation, regulations, contracts, and quality assurance standards applicable to the organisation.

QSAN employees are also required to comply with all QSAN policies and procedures.

Key Responsibilities and Outcomes

Finance Management

- Manage and process accounts payable and accounts receivable transactions accurately and within required timeframes.
- Maintain accurate financial records, supplier details, payroll data and supporting documentation in line with organisational, funding and legislative requirements.
- Undertake bank, payroll, balance sheet and other reconciliations, and actively monitor cash flow, expenditure and financial risks.
- Prepare journals, coding, invoice processing and other routine finance transactions using approved systems and procedures.
- Lead month-end and year-end processes, including reconciliations, reporting, audit preparation and document collation.

Payroll Processing and Compliance

- Manage and process end-to-end payroll accurately and on schedule, including timesheet review, leave processing, superannuation and payroll reporting.
- Ensure payroll records and processes comply with awards, taxation, superannuation, leave entitlements and other statutory obligations.
- Provide expert advice on payroll matters, respond to staff queries in a professional and confidential manner, and escalate complex matters where required.

Financial Reporting and Systems

- Prepare and analyse regular financial reports, budgets, forecasts, grant acquittal information and other internal or external reporting requirements.



- Provide strategic financial insights and analysis to support organisational budgeting, forecasting, scenario planning and decision-making.
- Maintain and improve finance and payroll systems, templates, registers and internal controls, and identify opportunities to strengthen efficiency, compliance and financial performance.

Internal Service and Stakeholder Support

- Liaise effectively with staff, managers, suppliers, funders, auditors and other relevant stakeholders in relation to finance and payroll matters.
- Provide timely, accurate and strategic finance support to the CEO and internal stakeholders, including advice on budgeting, expenditure and financial implications.
- Handle sensitive employee and financial information with a high level of confidentiality, discretion and professionalism.

Organisational Contribution

- Contribute to organisational planning, risk management, funding accountability and continuous improvement activities relevant to the role.
- Undertake other duties consistent with the scope and classification of the position, as directed.

Professional skills and knowledge

- **Finance and Payroll Leadership:** Demonstrated experience managing finance and payroll functions with accountability for accuracy, timeliness, compliance and continuous improvement.
- **Legislative and Compliance Knowledge:** Understanding of payroll obligations, awards, taxation, superannuation and sound financial administration practices.
- **Systems Proficiency:** Experience using financial and payroll systems, spreadsheets and Microsoft Office applications; experience in MYOB or similar platforms is highly regarded.
- **Strategic and Analytical Skills:** Ability to analyse financial data, prepare budgets and forecasts, identify trends and risks, and provide practical insights to support decision-making.
- **Communication:** Well-developed written and verbal communication skills, including the ability to explain finance and payroll processes clearly and professionally.
- **Stakeholder Service:** Ability to build effective working relationships and provide responsive support to internal and external stakeholders.
- **Confidentiality and Integrity:** Demonstrated ability to handle sensitive financial and employee information with discretion, sound judgement and professionalism.

ESSENTIAL REQUIREMENTS

1. Degree qualification in accounting (or equivalent).
2. Demonstrated experience in finance management and payroll processing, including accounts payable and receivable, reconciliations, reporting, budgeting and payroll compliance.
3. High level computer literacy, including Microsoft Office 365 applications and experience using finance and payroll software; experience with MYOB or similar systems is highly regarded.
4. Demonstrated ability to provide strategic financial analysis and advice to support budgeting, forecasting, scenario planning and organisational decision-making.
5. Completion of a successful National Police Check upon successful offer of position.

KEY SELECTION CRITERIA

1. Demonstrated experience in a finance management or senior finance role, with responsibility for hands-on accounts processing, reconciliations, reporting and end-to-end payroll.
2. Strong knowledge of accounting principles, payroll legislation and compliance requirements, including awards, taxation, superannuation, leave entitlements and confidentiality obligations.
3. Demonstrated ability to prepare and interpret budgets, forecasts and financial reports, and to provide clear strategic insights and analysis to support organisational planning and decision-making.
4. High level analytical, problem-solving and communication skills, including the ability to explain financial information clearly and provide sound advice to non-financial stakeholders.



5. Experience working in not-for-profit organisations with responsibility for acquittal of government funding.
6. Demonstrated ability to manage competing priorities, exercise initiative, maintain confidentiality and work independently in a small organisation without direct staff supervision responsibilities.

Desirable

1. Experience with MYOB, payroll systems and grant or acquittal reporting.
2. Understanding of the SCHADS Award and employment obligations relevant to a community sector organisation.

To Apply:

If you are interested, please submit a cover letter addressing key selection criteria and essential requirements and a CV with two referees via Ethical Jobs.

If you have any questions or would like to arrange a confidential discussion about the role, please contact HR@gsan.org.au.

This role will remain open until filled. We will be shortlisting and interviewing candidates as applications are received.