POSITION DESCRIPTION

Until we are all equal

ORGANISATION INFORMATION

Position title	Commercial Finance Partner	**Position type**	Permanent ongoing Full time
Reports to	GM Finance	**Hours per week**	38 (1.0 FTE)
Team	Finance; Business Performance & Optimisation	**Award classification**	SCHADS Level 6
Direct reports	None	**Budget**	Supports: Finance & Infrastructure
Date reviewed	July 2026	**Out of Hours Working Requirement**	Medium

About Plan International Australia

Who we are. What we do.

We are the world's leading organisation dedicated to girls' equality.

We believe when we invest in girls, everything changes - their families, communities and entire nations rise. We tackle the root causes of inequality, support communities through crisis, and shift money, power and influence toward girls and the local organisations closest to them.

We are evolving. We are becoming a catalyst for change - mobilising evidence, influence and investment that strengthens those closest to the issues, rather than simply delivering programs ourselves. This is the world you will help us create.

What does it feel like to work here?

- You will get up each day knowing your work helps create justice and equality for girls.
- You'll feel part of a broader team - beyond just the people you work with every day - because we see that creating change for girls takes all of us, working as one interconnected organisation.
- You'll give and receive quality feedback and help build feedback loops across the organisation.
- You'll find strength in our diversity, inclusiveness and mutual respect.
- You're empowered to make decisions within your remit - consulting those with a stake, and escalating when high-risk or hard to reverse.

How you will bring your best to this role:

- You will demonstrate a deep commitment to equality, human rights and gender justice in all you do.
- You will challenge power dynamics and processes that are unjust.
- You will share power and seek out the strengths of colleagues, while holding clear accountability for your areas of responsibility. You will work beyond traditional team boundaries, enjoying collaboration and coaching over directing.
- You will embody self-awareness and the courage to be vulnerable.
- You will embrace using AI and technology responsibly and ethically to help us work smarter and deliver more for girls.
- You will look for ways to evolve our ways of working.
- You will demonstrate a deep commitment to child protection and safeguarding in all you do.

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How this role contributes to the strategy

We know that investing in girls is the most powerful investment the world can make - when girls rise, their families, communities and nations rise with them. Our strategy turns this belief into action through a simple but powerful cycle: when we build the evidence and influence that makes the case for investing in girls, we attract the resources that fund real impact - and that impact strengthens our evidence and influence in turn. Each part reinforces the others, and every role plays a part.

This role contributes by shaping how new and growing forms of investment flow to girls. As a commercial partner to teams designing grants, philanthropic propositions and impact investment initiatives, the Finance and Investment Partner brings financial rigour and creative structuring to opportunities before they go to market - helping ensure each opportunity is deliverable, financially sound, and structured so different kinds of capital (government, multilateral, philanthropic, investor) can say yes. The role is the primary finance contact for teams pursuing institutional grants, major philanthropy, climate and development finance, and impact investing, and works closely with the General Manager Finance to make finance a partner in growth, not a gatekeeper.

Key responsibilities and accountabilities

Funding and Investment Opportunity Development

- Lead finance partner for new funding opportunities, including institutional grants, philanthropy, climate finance and impact investments.
- Partner with stakeholders to develop opportunities that are financially viable, deliverable and aligned with organisational priorities.
- Develop proposal budgets, financial models and business cases to support funding and investment decisions.
- Provide proactive commercial advice on deal structures, funding models, funding contributions and match funding arrangements.
- Assess cash flow implications, funding restrictions, reporting obligations and financial risks before commitments are made.
- Challenge assumptions, identify risks and opportunities.
- Recommend actions to ensure opportunities are financially sound and deliverable.
- Develop and maintain financial templates, tools and guidance that support high-quality proposals and business cases.

Commercial Partner for Impact

- Act as the primary finance partner for the Impact portfolio, providing end-to-end financial support across planning, design, delivery, reporting and compliance.
- Partner with Impact leaders on proposals, budgets, forecasts, resource allocation and financial decision-making.
- Advise Impact leaders on budget costing and pricing strategy, ensuring proposals are competitively positioned while meeting donor cost requirements and organisational cost recovery standards.
- Lead the financial management of grants and funded programs, including budget monitoring, donor reporting, acquittals and compliance requirements.
- Proactively identify financial risks, opportunities and emerging issues across the portfolio and recommend actions to improve outcomes.
- Ensure program budgets, delivery plans and funding obligations remain aligned throughout the grant lifecycle.

Finance Partner for Philanthropy

- Act as the primary finance partner for Philanthropy, supporting donor proposals, budgets, funding decisions and financial planning.
- Manage the financial oversight of the philanthropy pipeline, including expected income, funding commitments, timing and key financial risks.

- Ensure philanthropic income is recognised, allocated and reported appropriately in line with funding agreements and accounting requirements.
- Partner with Fundraising and Impact leaders to align donor contributions, match funding and grant funding to program priorities and commitments and maximise leverage.
- Provide insights on philanthropy income, funding utilisation and future commitments to support new opportunities, planning and decision-making.
- Develop and maintain financial guidance and templates that help teams design fundable, deliverable propositions

Funding Portfolio Oversight and Compliance

- Monitor match funding commitments, funding utilisation, cash flow requirements and key financial risks and opportunities across the funding portfolio.
- Provide portfolio-level insights on institutional, philanthropic and investment income to the General Manager Finance and leadership team.
- Provide advice on the financial and accounting implications of complex funding arrangements, including multi-year funding agreements and emerging funding models.
- Maintain consistent budget costing standards across proposals so pricing is competitive, donor-compliant and consistent with organisational cost recovery policy.
- Support donor accreditation, audits and compliance activities relating to institutional and multilateral funding.
- Review major grant proposals, budgets, donor reports and acquittals prior to General Manager Finance approval.
- Ensure funding arrangements meet donor, regulatory and organisational requirements.
- Advise on the financial implications of Plan Global Federation co-investment and match arrangements.

Continuous improvement and Innovation

- Identify opportunities to improve finance processes, reporting and systems, reducing manual effort and increasing efficiency.
- Partner with Technology, Data & AI teams to improve automation, reporting and data quality.
- Lead initiatives that strengthen forecasting, reporting and financial decision support.
- Champion the practical and responsible use of AI and technology across finance.

Team and Leadership

- Build strong relationships across the organisation and be a trusted, proactive finance partner.
- Support financial capability across the organisation through coaching, training session and knowledge sharing.
- Contribute to a collaborative and flexible team environment, supporting work across finance functions as required.
- Maintain knowledge across key finance activities, supporting cross-training, workload sharing and business continuity.
- Plan, organise and early communication of workload to ensure deadlines are met, work is accurate, and priorities are balanced during peak periods such as month-end and year-end close

Connections

Our strategy depends on connected ways of working - integrating effort across teams. No single team delivers our ambition alone.

This role holds the following connections, each essential to delivering our strategy:

- **With the General Manager Finance** - as the primary partner on growth and new investment, complementing the Finance Business Partner's focus on the core operating engine
- **With teams pursuing climate and development finance** - providing financial structuring, match logic and readiness testing on major opportunities before external commitments
- **With philanthropy and major giving colleagues** - shaping propositions, giving vehicles and multi-year arrangements that different kinds of donors can say yes to

- **With program leads and program support** - ensuring proposition design reflects delivery reality, and that financial and program obligations are aligned before commitments
- **With external affairs and strategic communications** - making the financial case for major propositions legible to investors, donors and government
- **With the Plan International Federation** - on co-investment mechanics, income crediting and business-model implications of federation-sourced match

Ways of working

- Actively model connected, collaborative ways of working across teams.
- Hold and strengthen the key connections identified above.
- Share power and decision-making; seek out and build on the strengths of colleagues.
- Openness to using AI and new technology responsibly and ethically to further our mission by embracing tools that help us work smarter and deliver greater impact for girls.
- Model feminist leadership principles in behaviour and practice.
- Demonstrate commitment to shifting power and resources toward girls and local partners.

What you'll bring
(key selection criteria)

Skills and experience

- CA or CPA qualified with strong accounting foundations
- Demonstrated commercial acumen - the ability to shape and challenge business cases, deal structures and funding propositions, not only to report on them
- Experience in one or more of: institutional grants finance, philanthropic income, impact investing, blended finance, or development finance instruments. Experience with GCF, DFAT, ADB, WB desirable.
- Proven ability to design donor budgets and financial sections of major proposals
- Strong understanding of financial risk, cash management, restricted funding and match arrangements
- Sound judgement on the accounting treatment of complex or emerging funding modalities
- Advanced Excel; experience with NetSuite or similar ERP an advantage
- Excellent written and verbal communication, with the ability to make financial insight useful to non-finance colleagues.

Connection and collaboration

- Demonstrated ability to partner with revenue-generating, program and executive colleagues as a trusted commercial adviser.
- Experience holding shared accountabilities across functions and managing complex handoffs.
- Comfortable working with external partners including donors, auditors, federation counterparts and investment counterparties.

Values and ways of working

- Demonstrated commitment to gender justice, feminist leadership and sharing power
- Willingness to work in connected, collaborative, non-hierarchical ways
- Adaptive mindset – comfort with change, ambiguity and evolving ways of working.
- Commitment to child protection and safeguarding.

How will you know it's going well?
(key performance indicators)

Delivery

- Major grant, philanthropic and investment propositions reach executive decision-makers with financial assumptions, risks and cash implications already tested and clearly presented.
- Business cases for new ventures and funding vehicles are commercially sound and maximise impact returns.
- Match arrangements are structured with realistic timing, conditions and no hidden delivery or cash risk.
- Philanthropy income, donor funding and match funding arrangements are effectively managed and aligned to program priorities.
- Leadership receives timely insights on the funding pipeline, portfolio performance, risks and opportunities.
- Financial guidance and templates are in use across teams designing new funding opportunities.
- Audit, accreditation and compliance requirements on institutional and multilateral funding are met with clean outcomes.

Connections

- Impact and Philanthropy teams experience this role as a trusted and proactive commercial partner.
- Teams pursuing grants, philanthropy and investment experience this role as a trusted commercial partner, engaged early and adding value to the design.
- Program and delivery teams are engaged on financial implications before commitments are made.
- The General Manager Finance receives timely, forward-looking insight on the growth pipeline.

Ways of working

- Power is shared and the strengths of colleagues actively sought, balanced with clear accountability.
- Feminist leadership principles modelled and embedded.
- Organisational ways of working practices are completed and contributed to actively.
- Contribution to a connected, collaborative organisational culture.

Who you'll work with externally

External connections:

- Institutional and multilateral donors (e.g. DFAT, climate finance institutions)
- Major philanthropic donors and philanthropic advisers
- Impact investors and investment counterparties
- External auditors, ACFID, accreditation bodies
- Plan International federation finance and partnerships counterparts.

Safeguarding, Gender Equality and Inclusion

Safeguarding, gender equality, inclusion and anti-racism are central to who we are and how we work. We take seriously our responsibility to ensure that we, and anyone who represents us, does not harm, abuse or commit any act of violence against the people we work with - including children, young people, and all participants and partners. Upholding these standards is the responsibility of everyone at Plan International Australia.

Everyone is expected to:

- Demonstrate a commitment to safeguarding, gender equality, inclusion and anti-racism.
- Complete and maintain mandatory Safeguarding and GEI training.

- Apply our safeguarding and GEI policies, standards and values in their work.
- Contribute to a safe, equitable, inclusive and respectful culture.

Specific responsibilities for this role:

- Ensure financial structuring of investment propositions upholds safeguarding and GEDSI standards;
- Apply gender-responsive lens when advising on business cases and giving vehicles.

Risk governance

Safeguarding Risk Level	Low	
Police Check Required	Yes ☑	No ☐
Working With Children Check Required	Yes ☐	No ☑
Global Anti-Terrorism Screening Required	Yes ☑	No ☐