

Position Description	Finance Manager
Employment Type	Maximum Term Two Years
Award	SCHADS Level 6.3
Hours	Part Time (0.6 FTE)
Location	Essendon and Caroline Springs Sites
Reports to	CEO
Effective Date	August 2026

The Caroline Chisholm Society

The Caroline Chisholm Society (the Society) is an agency providing a range of support and assistance to pregnant women and parents with young children. It delivers services that respond to the needs of families and supports them to achieve and maintain a safe and nurturing environment.

Our services are characterised as having a child focus and being family centred, being flexible and responsive, acknowledging the expertise of family, providing positive pregnancy support, connecting families with communities and promoting safety.

About the role

The Finance Manager is responsible for the leadership and delivery of CCS's financial management, reporting, and compliance.

This role oversees the financial operations of the organisation, while also acting as a strategic advisor and provide executive assistance to the CEO. The role ensures strong financial governance, supports decision-making, and enables CCS to scale its impact responsibly.

The Finance Manager plays a critical role in managing the effective stewardship of resources. It ensures compliance and strong financial management controls of government funding, grants, and fundraising income.

Key responsibilities

Financial Management & Reporting

- Lead end-to-end financial operations, by undertaking:
 - Accounts payable and receivable
 - General ledger management
 - Bank reconciliations and cash flow oversight
 - Asset management
- Prepare monthly management reports, including variance analysis and insights for the CEO and Board

- Develop and maintain financial dashboards to support organisational performance and impact reporting
- Provide strategic financial advice to the CEO and leadership team

Budgeting, Forecasting & Planning

- Lead the annual budgeting process across programs and services
- Develop rolling forecasts aligned to organisational strategy and funding cycles
- Support program leaders to understand budgets and manage costs effectively
- Model financial scenarios to support growth, service expansion, and sustainability

Funding, Grants & Compliance

- Manage financial administration of government funding agreements, philanthropic grants, and fundraising income
- Prepare acquittal reports in line with funding body requirements
- Ensure compliance with:
 - ACNC and relevant regulatory bodies
 - Funding contracts and grant agreements
- Support donor reporting and impact measurement in collaboration with the fundraising team

Audit & Statutory Reporting

- Lead the annual audit pre-work process, including preparation of financial statements, and end of financial year journals.
- Ensure compliance with Australian Accounting Standards (AASB), including AASB 15 and AASB 1058
- Prepare and lodge:
 - BAS and IAS returns
 - PAYG and STP reporting
- Maintain strong internal controls and financial governance frameworks
- Implement recommendations from the external Financial Auditor that have been agreed by the Board or Finance Committee

Payroll & Workforce Financials

- Oversee payroll processing and compliance, including:
 - Awards and Enterprise Agreements
 - Superannuation and salary packaging
 - Portable Long Service Leave (where applicable)
- Ensure compliance with all statutory requirements and reporting obligations

Corporate Services & Systems

- Review Financial policies and procedures annually
- Maintain compliance registers
- Oversee corporate services operations including appropriate fleet, OHS, IT and property management
- Manage organisational insurance, procurement, and supplier relationships
- Maintain the asset register and capital expenditure tracking
- Identify opportunities to improve systems, processes, and financial efficiency
- Support implementation of finance-related technology and reporting tools
- Manage Volunteer Coordinator (Shepparton) and Admin & Material Aid Officer (Melbourne)

Leadership & Culture

- Attend and present to the Finance Committee as requested
- Build strong relationships across the organisation to improve financial literacy
- Support a culture of accountability, transparency, and continuous improvement
- Partner with program teams to align financial management with service delivery outcomes
- Support the CEO with executive assistance when required

Key Selection Criteria:

Qualifications & Experience

- Tertiary qualification in Accounting, Finance, Commerce, or related discipline
- CPA or CA qualification (or working towards)
- Minimum 10 years' experience in a senior finance or accounting role
- Demonstrated experience managing end-to-end finance functions
- Strong experience with:
 - Financial acquittal and compliance reporting
 - External audits and financial statement preparation

Technical Skills

- Strong knowledge of Australian Accounting Standards (AASB), particularly NFP requirements
- Payroll and compliance expertise (superannuation, STP, PAYG, salary packaging)
- Experience with finance system Xero
- Advanced Excel and financial modelling capability

Personal Attributes

- Understand and uphold the values of the Caroline Chisholm Society
- Strong analytical and problem-solving skills
- Ability to translate financial data into clear, practical insights
- High level of integrity, accountability, and attention to detail

- Collaborative and relationship-focused approach
- Comfort working in a dynamic, mission-driven organisation

What's on offer

Incumbent	
Classification under the Social, Community, Home Care and Disability Services Industry Award 2010	Social and Community Services Employee Level 6.3 (Salary Packaging up to the maximum amount available)
EFT:	0.6FTE Tuesday – Thursday
Contract end date:	Two Years
Probation:	Six months from start date
Other Conditions:	Consistent with the Social, Community, Home Care and Disability Services Industry Award. Required to be onsite at Essendon and Caroline Springs