



Biodiversity Legacy Ltd

ABN 20660808855

[BIODIVERSITY LEGACY LTD | ACNC](#)

Position Details

Position Title:	Finance & Business Manager
Job Type:	Part time
Hours of Work:	0.6-0.8 FTE
Reports to:	Head of Conservation Engagement & Partnerships
Award:	SCHADS Award - Classification level 4
Salary:	Salary of \$95k per annum pro-rata + 15% superannuation
Location:	Flexible, remote working

About us

Biodiversity Legacy (BDL) provides a pioneering approach to protecting land for future generations, and for engaging regional communities in ongoing environmental stewardship. We fill a gap in biodiversity conservation where protection via another existing conservation pathway isn't possible or suitable. Specifically, we:

- Facilitate land protection through the transfer of title into safe community-governed not-for-profit ownership structures (local landholding entities) for long-term conservation;
- Support with identification of viable stewardship pathways; and
- Provide ongoing governance support to ensure that land is protected according to its intended purpose.

Our culture

At BDL, we believe meaningful work happens when individuals are valued, empowered, and connected to a greater mission and vision. Our *people and purpose* approach is centred on partnering with employees, helping them thrive and contribute meaningfully towards individual



[Biodiversity Legacy Ltd.](#), respectfully acknowledges First Nations People as the Traditional Custodians of the land and waters across the continent, with sovereign rights and cultural obligations to Country. We recognise their continuing connection to land, sea and community and pay our respects to the Elders past, present and emerging. We extend that respect to all First Nations People.



and organisational goals. By focusing on people and their connection to our mission, we aim to create an engaged, empowered, and values-driven workplace.

Our vision, mission and values

Vision: A future where healthy, biodiverse ecosystems are connected and thriving, supported by local people and protected for future generations.

Mission: To empower local people and communities to protect, steward and connect lands and waters for biodiversity and conservation through community led, well governed, not-for-profit ownership structures.

Values: Listening, sharing, connecting.

The Role

The Finance & Business Manager provides operational leadership and support across Biodiversity Legacy's finance and organisational systems. This role ensures BDL's finances and internal operations are robust, transparent, and aligned with its mission to deliver lasting conservation outcomes. Working closely with the Executive, the position provides leadership across budgeting, forecasting, financial reporting, audit coordination, grants administration, cash flow management, and statutory compliance.

This role is pivotal in ensuring smooth, accurate and efficient internal operations and the financial sustainability of the organisation.

Position requirements

1. Key Responsibilities	Primary Purpose To provide operational leadership across Biodiversity Legacy's finance, and organisational systems — ensuring the organisation is financially sound, compliant, and supported to deliver impact through effective frameworks and processes that safeguard accountability, transparency, and alignment with its mission, purpose, and resources. Financial Management • Manage and oversee all aspects of BDL's Finances and Accounting processes with support from external Bookkeeper.
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	• Develop and oversee the organisation's Budget and financial strategy in line with mission and long-term goals. • Prepare monthly reporting, forecasting and cash flow management to ensure financial stability and growth. • Provide timely and accurate financial information, analysis, and advice to the Exec and Board to support organisational decision-making • Oversee the financial administration of grants and philanthropic income, ensuring accurate tracking, reporting, and acquittal of funding. • Support Executive and Program Managers with financial information required for grant applications, acquittals and impact reporting. • Support the administration and reporting of organisational reserves, policies and investments. • Manage and oversee accounts receivable, accounts payable, expense management and payroll process with support of external bookkeeper • Oversee BDL's annual audit, supporting end to end process • Drive improvements in financial systems, reporting and operational efficiency. Operational Systems & Processes • Oversee day-to-day business operations across administration, IT, insurances including Workcover and risk management functions. • Provide Executive support to the leadership team as required. • Develop and implement policies, procedures, and systems that improve efficiency, accountability, and scalability. • Provide operational support to programs team to ensure finance systems and reporting processes are set up to deliver programs effectively. • Ensure business systems are efficient, scalable, and support organisational growth.
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	• Oversee business relationships with service providers, suppliers, insurers, and financial advisors. Compliance & Risk • Ensure compliance with charity regulations including ACNC and DGR requirements • Support workplace health & safety and obligations. • Develop and lead finance policy and process improvement and support internal risk management framework. • Maintain risk registers and compliance monitoring frameworks. • Report to the Board and Executive Team on compliance status and emerging risks. Professional Standards All BDL employees have a responsibility to follow the professional standards outlined in our Code of Conduct. Key Performance Indicators All BDL employees are expected to deliver on the priorities outlined in their Position Description.
2. Qualifications & Licences	Essential Qualifications & Licences • Tertiary qualification in business administration, commerce, accounting, or a related discipline. • Strong understanding of financial governance, compliance, and risk management frameworks relevant to charities and not-for-profit organisations. • Demonstrated knowledge of financial management and reporting standards applicable in Australia. • Right to work in Australia. Desirable Qualifications & Licences • Postgraduate qualification (e.g. Bookkeeping, CPA/CA). • Additional qualifications or training in bookkeeping, administration or organisational development. • Current driver's licence and capacity to travel regionally and interstate.



3. Skills & Experiences	Required Skills & Experience • Experience in finance and business management within the not-for-profit conservation or related sectors. • Proven track record in financial, planning, and oversight, including budgeting, forecasting, and risk management. • Experience managing accounts payable and payroll processes. • Experience administering grants, acquittals, and project-based financial reporting, within the not-for-profit sector. • Understanding of organisational risk management, compliance frameworks, financial controls, and regulatory obligations, ideally including ACNC, Corporations Act, and employment-related requirements • Experience overseeing business and operational systems, including procurement, contracts, and service provider management. Desirable Skills & Experience • Experience with charity and company governance under the ACNC and Corporations Act. • Experience with online tools such Google Suite, Xero, Weel expense management and Monday.com CRM • Familiarity with grant management, donor reporting, and financial due diligence in a mission-driven context. • Understanding of program budgets, monitoring and reporting for grant acquittals • Experience working in environmental, conservation, or community-based organisations.
4. Personal Qualities & Traits	• Strategic and analytical thinker - able to anticipate organisational needs and risks. • Collaborative and values-driven - with a commitment to ethical and transparent leadership. • Pragmatic problem-solver - able to balance compliance with creativity and adaptability. • Clear and confident communicator - to engage effectively with the Board, staff, partners, and funders.
5. Employee Benefits	• Above-award Superannuation: 15%



	• Opportunities to attend conferences, networking events and landowner properties. • Flexible, remote role. Work from anywhere in Australia. • Opportunities to support projects and initiatives as aligned with candidate skills, professional development aspirations and organisational needs.
6. Employment Eligibility	The person in this role is required to have the following: • Be an Australian Citizen. Permanent Resident or hold a valid work permit or visa • National Police Records Check which will comply with the 100-point Proof of Identity Check
I have read and understood the expectations of this role as outlined in this document	
Employee Name	
Employee Signature	
Date Signed	

