

Position Title: Finance Manager

Location: Hobart, Tasmania



Background

The [Tasmanian Land Conservancy](#) (TLC) is a for-purpose (not-for-profit), non-political, science and community-based organisation that protects nature on private land in Tasmania. The TLC has a diverse business model, with revenue comprising philanthropic programs, government and non-government grants and conservation business opportunities. At TLC we pride ourselves on our collaborative, outcome-focused workplace, and we respect and acknowledge the diversity of people, culture and communities we work with. The TLC seeks new ways to achieve conservation that values nature and the economic, cultural and social benefits it provides us all.

Scope of Position

The Finance Manager is a senior member of the multi-disciplinary Business Services Team, responsible for delivering effective financial management across the TLC. Working closely with the Head of Business, the Finance Manager plays a key role in developing and managing organisational budgets and financial reporting; as well as day-to-day oversight of payroll and AP/AR.

The role is a strategic partner across broad stakeholders, including the Leadership Team, CEO, and Board and subcommittees, equipping them with robust, practical reporting and financial analysis. The Finance Manager will assist in raising financial acumen, explaining financial performance, identifying issues, and providing recommendations or developing solutions.

The position supports strong financial performance, effective governance, risk management, and efficiency across TLC's financial operations through sound financial system management, establishment and management of policy and internal controls, and a focus on continuous improvement.

The role will work with members of the TLC Leadership Team to support the execution of the [2030 Strategic Plan](#) by supporting development and implementation of innovative mechanisms for achieving nature conservation, and by driving continual improvement and delivery of efficient and effective finance systems, processes, reporting and analysis throughout the organisation.

Key Position Relationships:

Line Manager	Head of Business
Direct reports	Nil
Indirect reports	May coordinate external contractors (e.g. accountants) as required.
Internal stakeholders	CEO, Leadership Team, TLC Staff, TLC Board and subcommittees
External stakeholders	Consultants, Auditors, Funders, Suppliers, TLC Supporters, Professional Associations.

Responsibilities

1. Coordinate budgeting, forecasting and planning: Develop, monitor and revise operating budgets, forecasts, cashflow projections, and business plans in collaboration with budget holders.
2. Apply management accounting expertise: Apply management accounting principles to support informed business decisions through accurate financial reporting, grant and funding management, and effective financial controls.
3. Deliver management reporting and analysis: Prepare accurate and timely management reports, analyse financial performance against budgets and forecasts, and provide clear explanations of variances with practical recommendations.
4. Partner with managers and stakeholders: Build effective working relationships across the organisation, including the board and subcommittees; explain complex financial information in plain language and provide constructive financial advice to support sound commercial and operational decisions.
5. Oversee financial services: Oversee payroll, accounts payable and accounts receivable to ensure accurate, timely and compliant processing; coordinate workflows, monitor reconciliations, payment approvals and outstanding receivables, resolve exceptions and maintain effective controls and reliable service delivery.
6. Support governance, compliance and risk management: Maintain internal controls, support audit requirements and compliance with financial policies and relevant accounting and legislative obligations, identify financial and operational risks, and protect confidential information.
7. Maintain financial systems and data integrity: Use financial management (Xero) and other relevant systems (e.g. Salesforce), to maintain reliable financial data and improve the efficiency and accuracy of reporting processes.
8. Drive continuous improvement and timely delivery: Identify trends, resolve financial problems and implement practical process improvements, while managing competing priorities to strict deadlines.
9. Other duties: As directed by your Line Manager or the CEO commensurate with skills and experience.

Qualifications, Skills and Experience

Qualifications

1. A tertiary qualification in accounting, finance, commerce or a related discipline, or other bookkeeping qualification and equivalent experience.

Essential Experience, Skills and Competencies

1. Extensive finance professional experience (5+ years) with a strong background in management accounting in the for-purpose sector.
2. Demonstrated experience preparing accurate, timely and actionable management reports, analysing financial results and explaining variances against budgets, forecasts and prior periods.
3. Proven ability to develop, monitor and revise operating budgets, forecasts and business plans.
4. The ability to build effective working relationships with broad stakeholders ranging from the board to operational managers across an organisation. This includes communicating complex financial concepts in plain language, providing constructive advice and influencing sound commercial decisions.
5. Strong problem-solving skills and a proactive approach to identifying trends, inefficiencies and opportunities for improvement.
6. Demonstrated experience overseeing financial services, including payroll, accounts payable and accounts receivable, to ensure accurate, timely and compliant processing.
7. Proficiency with financial management systems (e.g. Xero) and advanced Excel skills, with financial reporting with BI tools and CRM integration experience (e.g. Salesforce) highly regarded.
8. Proven understanding of the development and application of effective internal controls, financial policies, audit requirements and relevant accounting and legislative obligations.

Desirable Experience, Skills and Competencies

1. CA or CPA qualification (or currently working towards it) will be highly regarded.
2. Experience within the for-purpose sector and/or knowledge of nature conservation.

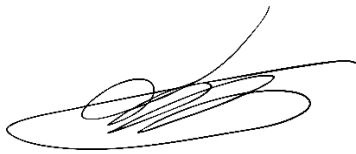
Position Type

Ongoing, full-time (1.0 FTE = 76 hours / fortnight).

Salary

A remuneration package between \$103,926 and \$108,229 based on TLC Senior Level (plus statutory superannuation) commensurate with qualifications, skills and experience.

Authorised by TLC's Chief Executive Officer.

A handwritten signature in black ink, appearing to read 'Katherine Tuft', enclosed within a large, loopy oval shape.

Katherine Tuft

Date: 28 October 2026