



Position Summary	
Role Title	Finance Lead (Operations)
Reports to	Chief Executive Officer Works collaboratively with: <ul style="list-style-type: none"> • Chief Financial Officer (CFO) • Executive Leadership Team • Program Managers • External Auditors • Funding Bodies • External Financial Advisors (where required)
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
Classification	SCHADS Award Level 7.1
Employment	Full time <input checked="" type="checkbox"/> Part time <input type="checkbox"/> Contract <input type="checkbox"/>
Location	Sale or Bairnsdale – with travel required across YWAHS catchment area

Our vision

Aboriginal people enjoy their culture, family, work and community life in a safe environment free from violence.

Our mission

Prevent and eliminate family violence so that individuals, families and our communities can live free from violence. We do this through wrap-around services and programs that support healing and cultural

Cultural statement

- Aboriginal and Torres Strait Islander peoples have the oldest continuous cultures in the world.
- YWAHS celebrates and takes pride in the rich spiritual connection, cultural values and practices of Aboriginal and Torres Strait Islander peoples.
- We celebrate the significant contributions made and cultures shared to enrich all communities.
- We acknowledge and respect the special place of the Traditional Owners.
- We appreciate and value the opportunity to live, work and thrive on their lands.

Our principles and values

SELF DETERMINATION A fundamental principle and practice that supports the exercise of true freedom. Full and total control of Aboriginal and Torres Strait Islander peoples’ safety, healing, connections to land, country, culture, communities, and futures.

FREE FROM VIOLENCE Everyone has the right to live free from family violence and the fear of family violence.

CULTURAL RESPECT Recognising the cultural diversity that exists among our staff, clients and their families. Respecting the rights, views, values and expectations of Aboriginal and Torres Strait Islander peoples.

HOLISTIC APPROACH Encompassing the wellbeing of an individual, family and community. Recognising not only the physical but the social, cultural, spiritual, emotional and environmental influences of health and wellbeing.

INTEGRITY, TRUST and HONESTY in all our activities. Treating everyone equally, with courtesy, honesty respect and fairness. Being non-judgemental, and modelling ethical behaviour and practice.

ACCOUNTABILITY and PROFESSIONALISM Commitment to delivering safe and professional services to the community. Ensuring cultural appropriateness. Respecting personal and diverse boundaries and practices. Delivering outcomes for clients, community and the organisation.

POSITION DESCRIPTION



COLLABORATIVE RELATIONSHIPS with our clients, community, partner agencies, governments and stakeholders to ensure coordination.

KINDNESS, COMPASSION, COURTESY and DIGNITY in our relationships with our clients, our stakeholders and with each other. Valuing the diversity of people and showing proper regard for their interests and **HUMAN RIGHTS**.

CHILD SAFE YWAHS is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement. YWAHS is an equal opportunity employer and has a smoke-free workplace policy.

MARAM This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 1) which requires mandated MARAM Family Violence Comprehensive training and MARAM Comprehensive responsibilities.

Role Purpose

The Finance Lead (Operations) is responsible for leading the delivery of high-quality operational financial management across YWAHS, ensuring the organisation maintains sound financial governance, operational excellence, financial integrity and compliance with all legislative, funding and organisational requirements.

Working collaboratively with the Chief Executive Officer, Chief Financial Officer and the broader leadership team, the Finance Lead provides professional financial leadership that supports informed decision-making, organisational capability and long-term financial sustainability. The role is responsible for delivering accurate financial reporting, maintaining effective financial systems and controls, and driving continuous improvement across the finance function.

The Finance Lead plays a key role in strengthening organisational performance by identifying opportunities to improve financial processes, enhance operational efficiency and build financial capability across the organisation. The position actively contributes to strategic initiatives, business improvement projects and organisational growth, ensuring financial operations continue to evolve in line with the changing needs of YWAHS and the communities it serves.

An important responsibility of the role is supporting the ongoing development of finance capability within YWAHS through mentoring, coaching and sharing organisational knowledge with developing finance staff. The Finance Lead fosters a patient, supportive and collaborative learning environment that promotes confidence, continuous learning and long-term succession planning within the finance function.

The Finance Lead is expected to demonstrate initiative, innovation and accountability while fostering collaborative relationships across the organisation. Through a commitment to best practice financial management, continuous improvement and service excellence, the role contributes to the long-term sustainability, self-determination and success of YWAHS.

Key Accountabilities

Financial Operations

- Lead the effective day-to-day operation of the finance function, ensuring accurate, timely and compliant financial services that support organisational objectives.
- Manage accounts payable and receivable functions
- Coordinate and process payroll
- Maintain general ledger and financial records
- Maintain fixed asset register
- Ensure accurate and timely recording of all financial transactions
- Maintain financial documentation and audit trails

POSITION DESCRIPTION



Compliance & Statutory Reporting

- Prepare and lodge BAS, PAYG, superannuation, and statutory returns
- Support preparation of annual financial statements and audits
- Ensure compliance with funding agreements and legislative requirements
- Complete grant acquittals and funding body reporting
- Maintain up-to-date knowledge of relevant financial regulations

Financial Reporting

- Prepare timely, accurate and meaningful financial reports that support operational management, executive decision-making and organisational governance.
- Monitor budget performance and identify variances
- Provide financial reports to CEO, Executive, and Board (as required)
- Ensure timely completion of month-end and year-end processes
- Ensure financial data integrity to support CFO analysis and strategic decision-making

Budget & Financial Support

- Provide accurate financial data and analysis to support budgeting and forecasting
- Assist in development of program budgets and cost allocations
- Support financial tracking across multiple funding streams
- Provide financial inputs into business cases and feasibility analysis

Systems & Continuous Improvement

- Lead the ongoing enhancement of financial systems, processes and reporting to improve organisational efficiency and decision-making.
- Proactively identify and implement opportunities that strengthen financial performance, operational efficiency and organisational capability.
- Maintain financial policies, procedures, and internal documentation
- Collaborate with the CFO and Executive to implement strategic financial initiatives and continuous improvement opportunities.
- Lead continuous improvement initiatives within the finance function.
- Support implementation of new financial technologies and reporting tools.
- Contribute to organisational projects requiring financial expertise.
- Build financial capability across managers through education and support.
- Promote innovation and best practice in financial management.

Leadership & Organisational Contributions

- Demonstrate initiative and accountability.
- Foster collaborative relationships across the organisation.
- Build financial capability among managers.
- Support organisational change initiatives.
- Champion continuous improvement.
- Promote a culture of accountability and innovation.
- Provide professional financial leadership, advice and support to managers to strengthen financial accountability across the organisation.
- Participate in organisational projects requiring financial expertise, financial modelling or operational implementation support.
- Support organisational growth through the implementation of new funding arrangements, financial systems, commercial initiatives and service expansion.

People Leadership and Capability Development

- The Finance Lead (Operations) is responsible for fostering a collaborative, supportive and high-performing finance environment that promotes learning, capability development and operational excellence.

Key responsibilities include:

POSITION DESCRIPTION



- Provide day-to-day leadership, guidance and support to finance team members to ensure the effective delivery of finance operations.
- Mentor, coach and support staff who are developing finance knowledge and skills, providing patient guidance and practical learning opportunities to build confidence and capability.
- Support the onboarding, induction and ongoing development of finance staff to ensure continuity of financial operations and organisational knowledge.
- Encourage knowledge sharing, collaboration and continuous learning across the finance function.
- Identify opportunities to strengthen capability within the finance team through coaching, training and professional development.
- Support succession planning by documenting financial processes, sharing expertise and developing internal organisational capability.
- Foster a respectful, inclusive and supportive workplace culture that reflects the values of YWAHS.

Internal Controls & Risk

- Maintain effective financial controls and processes
- Identify, monitor and escalate financial risks while supporting the implementation of appropriate mitigation strategies.
- Ensure proper segregation of duties and compliance controls
- Support audit processes and implementation of audit recommendations

Quality Activities

- Maintain accurate financial records and documentation
- Support continuous improvement across financial processes
- Contribute to organisational reporting and accountability

Work Health and Safety Leadership

- Ensure WHS requirements are adhered to within finance operations
- Support safe systems of work and compliance with WHS policies

Other employee requirements

Quality and Risk Management

Actively participate and incorporate continuous quality improvement and sound risk management principles to all aspects of the role and in accordance with YWAHS policies.

Workplace Health and Safety (WH&S)

- Ensure a safe working environment is maintained for all YWAHS staff and clients.
- Ensure all WH&S processes and procedures are adhered to.
- Ensure all safety signage is in full view and in a language that is clear and precise.
- Ensure risk assessments are completed and authorised prior to the commencement of activities.

Cultural Diversity

Actively participate in a continuous process of developing cultural competence by broadening knowledge of and respect for diverse individuals and communities, with particular emphasis on the Wellington and East Gippsland demographic.

Actively support and promote YWAHS's Child Safe Standards, ensuring the safety, wellbeing, and empowerment of children and young people in all aspects of the role.

Teamwork

Work proactively with all members of the YWAHS Team in supporting the organisation aspirations and its strategic aims.

Other

May be required to perform other duties not specified within this document but commensurate with their classification, experience, and skills.

Required knowledge and skills (key selection criteria)

Education & Experience

- Relevant qualifications in Accounting, Finance, or related field
- Demonstrated experience in financial operations, reporting, and compliance
- Experience in not-for-profit and/or government-funded organisations (desirable)

Essential knowledge and skills

- Strong financial reporting and reconciliation skills
- Experience with financial systems (e.g. Xero)
- High level attention to detail and accuracy
- Strong organisational and time management skills
- Ability to meet deadlines and manage competing priorities
- Ability to communicate financial information clearly to non-financial staff
- Demonstrated ability to mentor, coach and support the development of others through patient guidance, knowledge sharing and practical learning.
- Ability to build positive working relationships and foster a collaborative, supportive and continuous learning environment.

Mandatory role requirements

Employment Conditions

- Full-time position
- Based in Wellington/East Gippsland region
- Travel required across service locations

Mandatory Requirements

- Current Working with Children Check (Victoria)
- National Police Check
- Current Victorian Driver's Licence
- Relevant professional qualifications
- Cultural capability and commitment to YWAHS values
- COVID-19 vaccination requirements as per current Victorian health directives

Reporting Relationships

- Reports to: Chief Executive Officer
- Works collaboratively with: Chief Financial Officer (CFO)
- Key Relationships: Executive Team, Program Managers, Board (via reporting), External Auditors

Organisational Contribution

Employees are expected to contribute positively to organisational culture, continuous improvement, innovation and collaboration across YWAHS. The successful applicant will actively support organisational change, uphold the values of YWAHS and contribute to strengthening Aboriginal community outcomes through excellence in financial leadership.

POSITION DESCRIPTION



Job Demands Checklist

YWABS endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency Definitions

I	Infrequent	Activity required occasionally, not necessarily all shifts
O	Occasional	Activity required occasionally, not necessarily all shifts
F	Frequent	Activity required most shifts, up to 50% of the time
C	Constant	Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
N/A	Not applicable	Activity not performed

Normal workplace aspects of the role		Frequency				
Demands	Description	I	O	F	C	N/A
Sitting	Remain seated to perform tasks				X	
Standing	Remain standing to perform tasks		X			
Walking	Periods of walking required to perform tasks			X		
Bending	Forward bending from waist to perform tasks		X			
Kneeling	Remaining in a kneeling position to perform tasks		X			
Light Lifting/Carrying	Light lifting and carrying of laptops, files, folders and office equipment		X			
Moderate Lifting/Carrying	Occasional lifting or moving archive boxes, office equipment or financial records (generally up to 10–15 kg).	X				
Assisted Lifting	Assisted movement of archive boxes or office equipment where required.	X				
Lifting/Carrying	No specific physical fitness requirements beyond normal office-based duties.					X
Driving	Travel between YWABS offices, Board meetings, external meetings, funding bodies, auditors and stakeholder engagements.	X				
Climbing	Occasional use of step ladder to retrieve archived files if required.	X				
Pushing/ Pulling	Occasional movement of office furniture, archive boxes or office equipment.	X				
Repetitive	Extensive keyboard use, computer work, financial analysis, report preparation, data entry and prolonged screen-based activities.				X	

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

X
Employee signature

X
Employee name (Printed)

Date: