

Finance Project Lead



The purpose of this position

The **purpose** of the position is to provide strong analytical support to various finance and business projects. The role requires critical thinking, excellent business and communication skills so that the person can pick up key drivers that underpin performance or issues to generate relevant data analytics, financial models, or process improvement plan. The person will work well with key stakeholders and adapt to changing priorities and is willing to work hard to drive execution of projects and tasks to closure.

About the position

- This position is part of is within Finance & Corporate Services directorate.
- It's part of the Finance team.
- This position **reports to** the Director, Finance.
- This position allows for flexibility.
- The position leads a team.
- The position is designated Band 7 under the ***Schedule of Authorities and Delegations***.
- The position is a: Budget holder Has designated revenue or billing targets.
- This position maybe advertised externally as Financial Reporting & Transformation Partner.

Key areas of responsibility

- Support projects with relevant analysis, financial modeling and other tasks such as process change management
- Identify process and system gaps in major accounting processes and management reporting accuracy and efficiency issues, and develop improvement plans and or projects with relevant stakeholders and working teams
- Provide support to resolving reporting issues such as those triggered by new system implementation and change.
- Coach and develop the finance teams' knowledge of end-to-end processes that transform data input to reportable information, fostering a transformation mindset and promoting positivity towards the changes.
- Support BAU tasks assigned
- Work in accordance with the Professional Governance Framework to ensure the services and support we provide to our clients and each other are person centred, connected, effective and safe.
- We respect and promote human rights and diversity and are committed to building an inclusive culture. We welcome diversity in all its forms; applications from underrepresented communities are strongly encouraged. We value relationships with our local Aboriginal community and welcome applications from its members.
- We see ability not disability, if you identify as a person with a different ability please get in contact.

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Key outcomes

When things are going well, we would expect to see these outcomes:

- Project teams and management can make good decisions based on the communication of insights drawn from financial analysis and/or models
- A streamlined month-end reporting process with reduced cycle time of production of month-end data and reports pre and post finance ERP implementation
- Strong relationships with stakeholders

Key Capabilities

Essential criteria & Key Attributes

- Degree qualification in accounting or business finance with relevant experience, particularly in financial planning and analysis with financial modeling experience.
- Ability to learn the business quickly, influence and communicate effectively with various teams.
- Proven ability to be results driven with a strong passion for change and transformation for the betterment of the Finance team and teammates.
- High proficiency in Microsoft 365 Suite especially Power BI
- Very hands-on with a positive “can do” attitude; does not mind “getting hands dirty”.
- Demonstrated experience in change/improvement project management.
- Capable of meeting deadlines and compliance requirements.
- Previous not-for-profit experience is an advantage
- Excellent interpersonal skills and an active listener.
- Collaborative work style.

People who know this position say that

People who know this position say the things that might make your day are:

- Learning how things have been done and figuring out a better way to getting them done.
- Reducing cycle time of generating reports.
- Producing output that is more useful for users of information.

People who know this position say some key challenges you might experience are:

- Resistance to change.
- System limitation would call for a higher level of creativity and collaboration with other teams to achieve desirable solutions/outcomes.

Work and flexibility

While The Benevolent Society has great tools to connect us remotely, sometimes we will need to connect in person. This means we need to travel on occasion.

This position may require:

Finance Project Lead



- | | |
|--|---|
| <input type="checkbox"/> Overnight travel/stays. | <input checked="" type="checkbox"/> Weekend work. |
| <input checked="" type="checkbox"/> Travel between office locations/regions. | <input checked="" type="checkbox"/> Evening work. |
| <input type="checkbox"/> Travel to clients (varied locations). | <input type="checkbox"/> Special event support. |
| <input type="checkbox"/> Use of own registered, insured (comprehensive) motor vehicle. | |
| <input checked="" type="checkbox"/> Use of TBS pool cars. | |

Key relationships

We work collaboratively with others. This position works closely with:

Within The Benevolent Society:

- Finance Team
- Project Teams
- Other functions – IT, HR, Transformations, Operations & Fundraising

Outside The Benevolent Society:

- System/software providers

Finance Project Lead



The Benevolent Society

Profile No: TBS1022

Title: Finance Project Lead

Approved by: Charlie Shea

Date modified: 20/11/23

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The Benevolent Society

Profile No: TBS1022

Title: Finance Project Lead

Approved by: N Farr

Date modified: 12/02/25

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