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| **Reporting to** | Chief Executive Officer |
| **Team** | Member of Executive Leadership TeamLeads Finance and Corporate Services Teams |
| **Direct Reports** | Administration Officers |
| **Location** | Flexible – any SQL location |
| **Award & Classification** | Not applicable |

**Summary**

Reporting to the CEO, the Finance and Corporate Services Manager provides expert financial advice and support to the organisation to ensure effective and efficient use of resources, compliance with legislation and accounting standards, leading the organisation’s financial stewardship and supporting strategic and operational planning by providing meaningful, accurate and timely financial information, analysis and commentary. Additionally, this role leads and manages the Corporate Services function which includes Administration, Facilities and Motor Vehicle Management, Human Resources and Information Technology (IT) Services.

**Key Performance Areas**

Our priorities are:

* Ensuring our organisation is lean, agile and able to respond to the changing needs of our communities.
* Developing mutually beneficial partnerships and relationships that create value and opportunities for all.
* Driving and influencing innovation and positive change in national resource management practices and impact as a recognised and respected industry leader.

Our success is measured by the following metrics as outlined in the Strategic and Operational Plans:

* Financial
* Customer/Market
* Process
* People

Key responsibilities include:

* Modelling good leadership to inspire direction and delivery, develop people and drive change and efficiencies in accordance with the SQL Leadership Guides
* Ensuring financial sustainability through coordination of budgeting, cashflow projection and management, analyses, long-term planning and forecast preparation processes to inform management decisions.
* Developing, maintaining and adhering to efficient finance and reporting processes, systems, policies, and guidelines, including maintaining the integrity of the general ledger, managing the annual audit process and ensuring compliance with relevant accounting standards.
* Developing relationships with stakeholders, both internal and external.
* Working with all teams to manage resources to maximise impact and balance investments.
* Working proactively as a member of the Executive Leadership Team supporting business case development, including cost and value structures, evaluation and project delivery.
* Leading the Corporate Services function which includes Administration, Facilities and Motor Vehicle Management, Human Resources and IT Services.

**Requirements**

* Degree in Finance, Commerce or equivalent
* CPA or CA qualified
* Experience with government grants, procurement funding models and an understanding of project management methodologies
* Demonstrated understanding of principles required to run a successful business / business literacy.
* A minimum of 2-3 years’ experience in a management accounting and reporting role, or equivalent, working to the Australian Accounting Standards (AAS), and a commitment to maintain current knowledge and application of AAS.
* Strong attention to detail and ability to manage competing priorities, capability to be “hands-on” whilst working to strategic, overarching priorities.
* High-level problem-solving skills with a proven track record of displaying a growth mindset in previous roles, with examples of facing challenges, embracing learning opportunities, and continuous improvement.
* Expert Microsoft Excel skills
* Strong analysis, reporting and communication skills
* Ability to quickly obtain and maintain knowledge of the company’s objectives, performance, projected areas of growth, trends, and general industry conditions and make recommendations.
* Demonstrate an ability to role model the following capabilities from the [NRM Leadership Framework](https://www.nrmrq.org.au/leadership-framework/):
	+ Thinking strategically
	+ Building productive working relationships
	+ Achieving results
	+ Displaying personal drive and integrity
	+ Communicating with influence

**Organisational requirements**

At Southern Queensland Landscapes we coordinate, connect, and engage with land managers, community groups, First Nations people and others to learn from each other and work collaboratively and to ensure flourishing landscapes and healthy communities.

**We believe:**

* Our independence and objectivity are essential for us to work ethically and achieve results
* In always balancing the three pillars of sustainability
	+ Social
	+ Environmental
	+ Economic
* First Nations people hold knowledge about our landscapes that contribute to our lifelong learning about the land
* In caring for our Country
* That all people, our employees, our Board, our communities, and all those we interact with add value through their contributions.

**Our purpose:** To improve the lives of people in regional communities now and for the future.

**Our vision**: Communities united by sustainable practices, enabled by science and technology, and supported by First Nations’ knowledge, to improve life on Earth.

**Our values:**

* Demonstrating empathy
* Taking responsible action
* Being credible
* Building community
* Thinking future impact

All Southern Queensland Landscapes people are required to:

* Ensure you are aware of and adhere to all company policies and procedures, your contract of employment, and relevant legislation including but not limited to the *Work Health and Safety Act 2011 (Qld*).
* Demonstrate due diligence and commitment to work health and safety (WHS) through active involvement and implementation of the company’s WHS policies and procedures.
* Undertake any lawful and reasonable duties as requested by Southern Queensland Landscapes, including working across teams and across locations.
* Undertake regular reviews of your processes, the processes within your work team, and across the business, to identify and action continuous improvement opportunities.
* Participate in professional development opportunities as required to develop skills.
* Maintain a current driver’s licence.
* Attend work outside of normal work hours as reasonably required.
* Undertake any mandatory training within a reasonable timeframe.
* Be willing to undertake travel, including overnight stays around the region, as reasonably required.

**Our guiding philosophy:** Flourishing landscapes