



## Position Details

### Senior Finance Officer

 <p>Mackay</p>	 <p>Full-time \$80,000 - \$88,400 p.a.</p>	 <p>Corporate Shared Services</p>
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## ABOUT US

Reef Catchments is the Natural Resource Management (NRM) organisation for the Mackay Whitsunday Isaac region. We facilitate change and work for long-term solutions to sustain, protect, and improve our region’s natural resources and environment, both now and into the future.

Our team are skilled and outcome-focused people who are all dedicated and motivated to facilitate positive change in the Mackay Whitsunday Isaac region. We do this through listening, respecting and connecting with landholders, industry, first nations people and the community. Our local connections and insights are enhanced by an ongoing commitment to embracing new technologies and adapting to evolving standards.

## Position Overview

We are seeking a proactive and highly organised Senior Finance Officer to join our team. Bring your strong accounts experience and attention to detail to this pivotal new role at Reef Catchments.

The Reef Catchments Group includes Reef Catchments, a not-for-profit organisation limited by guarantee, and our wholly owned subsidiary, Catchment Solutions Pty Ltd.

You will play a key role in supporting financial processes for the Reef Catchments and Catchment Solutions organisations, their Boards and sub-committees, including budget preparation, financial scenario modelling, funding acquittals, and coordination of external audits.

This dynamic role is responsible for delivering accurate and timely financial services including overseeing reconciliations, maintaining up-to-date financial records, and supporting project budget preparation and reporting.

As a Senior Finance Officer, you will also manage day-to-day transactional finance operations, including accounts payable and receivable, month-end close off, and operational reporting. You will also be responsible for ensuring compliance with procurement policy and delegations, including preparing, checking and managing contracts with subcontractors for the organisation.

This is a great opportunity to influence financial strategy, ensure regulatory compliance, and streamline operations in an organisation committed to environmental outcomes and community impact.



## Position relationships – Who you will be working with

You will be part of the Corporate Shared Services team which includes a Business Support Officer, Finance Officers, and Human Resource Officers reporting to the Corporate Services Manager. Aside from working with your team, you will directly assist the Program Directors, the CEO and Project teams and Officers across both of our office locations (Mackay and Proserpine). You will also regularly liaise with the Board of Directors.

## About You

We're looking for a well organised, collaborative, individual with strong attention to detail. You will have experience with complex tasks such as developing, understanding, evaluating risk and checking funding and procurement contracts . You will also have a strong knowledge of financial reporting, payroll systems and legislation.

You're someone who builds trust and delivers operational outcomes. Your financial acumen is matched by your strategic thinking, and you have hands-on experience preparing and overseeing budgets, managing contracts, supporting governance processes, and contributing to board-level discussions on risk and compliance.

Your professional qualifications are complemented by strong communication skills, and a genuine commitment to innovation. You will be comfortable working with teams and stakeholders who are not familiar with financial systems to improve their knowledge.

## About Reef Catchments – Who we are

### Our work and our people make a difference

Reef Catchments is the not-for-profit, non-government natural resource management (NRM) organisation for the Mackay Whitsunday Isaac region. We facilitate change and work for long-term solutions to sustain, protect, and improve our region's natural resources and environment, both now and into the future.

[Read more on our Vision and Values here](#)

### We build a strong culture- Our people are our strength

Our team is comprised of skilled and outcome-focused people who are all dedicated to looking after the environment in the Mackay Whitsunday Isaac region. We value diversity, recognising its importance in creating our vision for resilient ecosystems and an engaged community. Our success hinges on building a team drawn from diverse backgrounds and life experiences. We are intentional and contemplative in shaping our team's culture, understanding that the perspectives and skills of our team members are vital. We embrace the notion that inclusion is a collective responsibility, central to our mission.

### You'll thrive

This role provides a rewarding professional career path and considerable work/life balance benefits. We offer a flexible and positive work environment, with an opportunity to enhance and build your skills and experience.

[Read more on why you'll love working with us](#)



## Benefits of working with us

1. Flexible working arrangements for work-life balance
2. Professional development opportunities, with \$2,000 personal professional development budget
3. Career progression and succession planning
4. 5 weeks annual leave
5. Salary packaging
6. Team building activities
7. Wellbeing incentives

To learn more about the benefits of working for Reef Catchments, please visit the website:  
<https://reefcatchments.com.au/careers/>

## Selection Criteria

- Tertiary qualifications in finance, accounting or bookkeeping
- At least 5 years' experience in financial management with a working knowledge of job costing and reconciliations
- Demonstrated experience identifying and supporting system improvements
- Sound understanding of corporate services best practice.
- Demonstrated skills in the development and implementation of financial budgets, reports and contractor management.
- Outstanding organisational skills with a passion for attention to detail and time management skills with the ability to meet deadlines
- Ability to work under pressure, meet deadlines, and manage multiple tasks simultaneously
- Ability to work effectively in a busy team environment as well as work independently
- Exceptional communication skills, including the ability to communicate with a diverse client base, including internally with the team, industry groups, government and Board Directors.
- Experience using Microsoft Office Suite, including advanced Excel and financial software systems (MYOB and CALXA desirable but not essential).
- A can-do attitude and ability to thrive in a changing environment requiring flexibility and adjustment.
- Current driver's licence.

## How to Apply

1. Provide a cover letter addressing your suitability for the position based on the 'About You' and 'Selection Criteria' section.
2. Attach your current resume.

The selection panel will assess your ability to perform the work required for the position based on your cover letter response, resume and other selection processes, which may include an interview.

Referees will be contacted upon successful interview.

Further information can be obtained by contacting Human Resources:  
Phone: (07) 4968 4200 or email: [careers@reefcatchments.com](mailto:careers@reefcatchments.com)



Please forward your application to [careers@reefcatchments.com](mailto:careers@reefcatchments.com) by close of business Monday 23 June 2025.

*We are looking to fill this role as soon as possible and will be reviewing and interviewing applications as they arrive. So don't delay, apply today!*