

## Position Details

### Corporate Services Manager



Mackay or Proserpine



Full-time  
\$110,000-\$125,000 p.a.



Corporate Shared Services

#### 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

Bring your financial, governance and operational leadership expertise to a pivotal role supporting the continued growth of Reef Catchments.

As the **Corporate Services Manager**, you will lead core corporate service functions that enable strong financial management, effective governance, and efficient business operations across the Reef Catchments Group. Reporting to the Director, Operations, Strategy and Business Development, this role is responsible for delivering high-quality financial oversight, risk and policy management, contract governance, and operational support that strengthens organisational capability and supports sustainable growth.

This is a hands-on leadership role suited to a practical and solutions-focused professional who can translate strategic direction into effective systems, processes and reporting that improve performance, compliance and decision-making. You will also contribute to initiatives that enhance operational effectiveness and support the organisation's continued growth and digital transformation.

### Key Responsibilities

#### Financial Leadership and Reporting

- Lead the finance team and oversee day-to-day financial operations.
- Deliver accurate financial reporting, budgeting, forecasting and analysis.
- Provide clear financial insights to support organisational decision-making and performance monitoring.
- Ensure compliance with statutory, contractual and regulatory financial requirements.

## Governance, Legal and Risk

- Coordinate organisational policy development, review and implementation.
- Coordinate and administer financial reporting requirements to government agencies as required.
- Oversee risk management frameworks and compliance processes.
- Provide Board secretariat support, including preparation of agendas, papers and governance reporting.
- Manage contracts and legal documentation across the organisation.

## Operational Effectiveness and Business Support

- Provide project and program support to strengthen operational delivery and reporting.
- Contribute to initiatives that improve systems, processes and digital capability.
- Support organisational growth through implementation of strategically aligned operational improvements.
- Oversee property and office management functions to ensure efficient workplace operations.

## Team Development

- Lead and support the Corporate Services team, providing clarity of purpose and regular feedback through both formal and informal channels.
- Implement individual development plans to support team members in their roles, growth and learning.
- Manage performance in a constructive and positive way, recognising the contributions of staff.

## About You

You are experienced, collaborative and solutions-focused professional with strong financial, governance and operational management capability. You bring:

- Proven experience leading corporate service functions including managing IT, Finance and administration.
- Strong knowledge of financial management, compliance, contracts and organisational risk.
- Demonstrated ability to implement practical systems and process improvements that enhance efficiency, reporting and performance.
- Experience preparing governance documentation and working with executives and Boards.
- Excellent communication, stakeholder engagement and project management skills.
- A proactive approach and genuine commitment to organisational purpose and community impact.

Experience within the not-for-profit, environmental or natural resource management sectors is desirable but not essential.

## 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 and a commitment to deliver community and regionally relevant environmental outcomes. 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 purpose.

## Why You'll Love Working With Us

### Benefits include:

- Five weeks annual leave
- Flexible working arrangements supporting work-life balance
- Up to \$2,000 annual professional development allowance
- Career progression and succession planning opportunities
- Team building activities and wellbeing initiatives

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](#)


## Selection Criteria

- Relevant tertiary qualifications in Finance, Accounting, Business, Law or a related discipline.
- Minimum five years' experience leading multi-functional administration, IT, and/or finance teams.
- Significant experience with staff performance management.
- Demonstrated experience in financial reporting, budgeting, compliance and contract management.
- Experience supporting governance processes and working with Boards or executive leadership.
- Proven ability to implement systems or process improvements that enhance operational effectiveness.
- Strong project management capability, written communication skills and stakeholder engagement experience.
- 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.

Your application will be assessed by the selection panel based on your cover letter, resume, and any additional selection processes, which may include an interview.



For further information, please contact Human Resources on (07) 4968 4200 or via email at [careers@reefcatchments.com](mailto:careers@reefcatchments.com).

Please forward your application to [careers@reefcatchments.com](mailto:careers@reefcatchments.com) by close of business Thursday 14 May 2026.

*We are seeking to fill this role as soon as possible and will review applications as they are received. Interviews may commence prior to the closing date, so early applications are encouraged.*