

Finance and Corporate Services Manager

		
<p>Mackay or Proserpine</p>	<p>Full-time \$115,000 - \$140,000 p.a. + 12% Superannuation</p>	<p>Corporate Shared Services</p>

Position Overview

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

As the Finance and Corporate Services Manager, you will lead the delivery of finance, risk, compliance, IT and administrative functions across the Reef Catchments Group. Reporting to the Director Operations, Strategy and Business Development, you will provide trusted advice and practical recommendations, contribute to organisational planning, and lead the implementation of systems and processes that support strong governance, financial sustainability, effective business systems and high-quality corporate support services. This is a hands-on leadership role suited to a practical, solutions-focused professional who can translate strategy into action, provide trusted advice to senior leaders and Boards, and drive continuous improvement across the organisation.

Key Responsibilities

- Lead the integration and delivery of finance, risk, compliance, IT and administration functions.
- Oversee budgeting, forecasting, financial reporting, cash flow management, audit coordination and financial compliance across the Reef Catchments Group.
- Oversee preparation of financial information and project budgets for funding applications.
- Monitor organisational performance, identify risks and implement practical solutions.
- Oversee contract management and ensure documentation is standardised, compliant and fit for purpose.
- Lead and develop a multi-disciplinary Corporate Shared Services team.
- Provide coaching, mentoring and professional development opportunities to build team capability.
- Ensure corporate services systems and processes support efficient and effective business operations.
- Foster a collaborative, inclusive and high-performing workplace culture.
- Manage performance through regular feedback, development planning and performance reviews.
- Support the strengthening of organisational governance, risk management and compliance frameworks.
- Contribute to policy development, review and implementation to support operational effectiveness.
- Support organisational growth through effective business planning, project oversight and continuous improvement initiatives.

About You

You are an experienced and collaborative leader with strong financial management capability and a passion for improving organisational performance.

You will bring:

- A degree in Accounting, Finance, Business or Commerce, or relevant postgraduate qualifications.
- Strong financial management experience, including budgeting, forecasting, financial reporting, audit coordination and compliance.
- Experience managing corporate services functions, including finance, governance, administration, risk and/or compliance.
- The confidence to provide clear financial and commercial advice to senior leaders and Boards.
- Strong commercial and strategic thinking skills, with the ability to analyse complex information and provide practical recommendations.
- Experience preparing Board reports and working effectively with executives, senior leaders and Boards.
- Proven ability to manage and develop teams, build capability and support a positive workplace culture.
- Excellent communication, stakeholder engagement and project management skills.
- A proactive and solutions-focused approach with a commitment to continuous improvement.

Experience within the not-for-profit sector is desirable but not essential.

About Reef Catchments

At Reef Catchments, the work you do has a lasting impact on the places, communities and industries that make the Mackay Whitsunday Isaac region unique.

Reef Catchments is the natural resource management (NRM) organisation for the Mackay Whitsunday Isaac region. We work with landholders, Traditional Owners, industry, community groups, researchers and government to improve the region's land, water and biodiversity.

Our projects deliver practical, on-ground outcomes. Whether it's improving water quality flowing to the Great Barrier Reef, restoring wetlands and habitats, supporting sustainable agriculture, or helping local communities care for the environment, we're focused on projects that make a real difference across our region.

We're a team of people who enjoy working together to solve problems, build partnerships and deliver results. We value different perspectives and experiences because they help us make better decisions and achieve improved outcomes for the region.

If you're looking for a role where you can see the difference your work makes, you'll find it at Reef Catchments.

Benefits Include

- Five weeks annual leave
- Flexible working arrangements
- Up to \$2,000 per year toward professional development
- Work locally in the Mackay, Whitsundays region

- Be part of a growing and continuously improving business
- Additional paid day off at Christmas
- Career development and progression opportunities
- Team building and wellbeing initiatives
- Retention incentives at 3 years, 5 years and 7 years of continuous service
- Opportunity to contribute to meaningful environmental and community outcomes

Selection Criteria

- Relevant tertiary qualifications in Accounting, Finance, Business, Commerce or a related discipline.
- Demonstrated experience leading finance and corporate services functions within a complex organisation.
- Strong financial management experience, including budgeting, forecasting, financial reporting, audit coordination and compliance.
- Experience supporting governance processes, preparing Board reports and working with executive leadership and Boards.
- Demonstrated experience in organisational risk management, policy development and compliance frameworks.
- Experience leading and developing teams, including performance management, coaching and mentoring.
- Proven ability to implement systems, process improvements and operational efficiencies.
- Strong project management, stakeholder engagement and communication skills.
- Current Driver Licence.

Highly desirable

- Current CA or CPA membership.
- Diploma of Leadership and Management or equivalent formal leadership qualification.
- Experience supporting contract management, funding agreements and grant acquittal processes.

How to Apply

1. Provide a cover letter addressing your suitability for the position based on the 'About You' and 'Selection Criteria' sections.
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.

Please forward your application to careers@reefcatchments.com by close of business Thursday 23 July 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.