



Abbotsford Convent.

Finance and Risk Manager

Permanent P/T Position, 0.8 FTE

1. BACKGROUND

The Abbotsford Convent is Australia's largest multi-arts precinct and a much loved cultural and community hub of Melbourne. The Convent precinct comprises 11 historic buildings, a gallery, four cafes, a radio station, a school, and 6.8 hectares of expansive gardens and open spaces. A thriving and dynamic community, the Convent is home to 121 tenants including visual artists, writers, designers, performers and wellbeing practitioners, and welcomes around one million visitors each year.

The Abbotsford Convent Foundation (ACF) is the not-for-profit organisation that owns and operates the precinct on behalf of the public, and manages the day-to-day operations, sustainability and future vision of this unique arts, culture and learning precinct. While we are honoured to receive local and state support for activities to enliven our incredible precinct, when it comes to managing and maintaining the expansive Convent precinct, we rely on our social enterprise model and the support of the community to ensure the precinct remains open, activated and accessible to everyone, 365 days of the year.

Context

Leading a small finance and accounts team, you will be responsible for strategic financial leadership, ensuring financial stability and compliance, and providing financial guidance to the CEO and Board, while also managing ACF's financial operations.

You will foster a supportive and efficient work environment and work closely with your peers across the organisation. Your collaborative approach and insights into overall business performance will be key in fostering an environment of financial literacy and proactive risk management culture to support informed decision-making, helping the organisation achieve its goals.

You will be responsible for maintaining financials, leading budget activities, implementing Risk Management Frameworks and providing crucial financial reporting to the organisation. Working closely with the Chief Executive Officer and Board, you will provide financial guidance that enhances service delivery, drives cost optimisation, supports new revenue opportunities, maximises investments, and aligns with the ACF's values.

You will bring experience in financial management in a for-purpose environment, with a strong track record in improving internal controls, processes and financial systems. With a solid understanding of accounting principles, regulatory requirements, and financial reporting standards, you have a keen eye for detail and enjoy working with a diverse range of stakeholders.

Adaptable and forward-thinking, you are comfortable in a dynamic environment and enjoy contributing to strategic growth and positive change.

Organisational Relationships

Reporting:

The position reports to the CEO and oversees the Senior Accounts Coordinator.

Internal Relationships:

This role works closely with all functions of the organisation. The role will also include briefing to or liaison with Directors of the Board and Members of the Finance, Audit and Risk Committee.

External Relationships:

The role is required to liaise with corporate and commercial individuals and businesses, contractors/service providers, auditors and government where required.

2. KEY RESPONSIBILITY AREAS, DUTIES AND ACCOUNTABILITIES

Finance

- Provide financial advice on business operations and investments.
- Lead budget development, analysis, and forecasting processes aligned with business goals.
- Work closely with the CEO, team, Committee and Board to deliver financial analysis, reports, and forecasts to support informed decision-making.
- Lead and foster a high-performing Accounts team, through coaching and development.
- Collaborate with various departments to optimise financial performance, identify and recommend cost efficiencies, revenue opportunities, and enhance financial systems and processes.
- Manage the accounting system and lead financial processes improvements, leveraging technology and data.
- Maintain financial and accounting integrity through accurate and timely procedures, controls, and practices.
- Lead the annual audit process, including liaising effectively with external auditors, and preparation of financial statements.
- Oversee key finance functions, including compliance with statutory obligations such as FBT, BAS, and superannuation, fixed asset management, accounts payable/receivables, reconciliation of revenue and expenses, and processing of payroll.
- Oversee the accurate and timely completion of month end and year end processes.

Risk & Insurance

- Lead the implementation and continuous development of the ACF's Risk Management Framework.
- Monitor, measure, report on and review the ACF's strategic and operational risk registers.
- Develop and operationalise risk management practices.
- Foster a culture of continuous improvement, supporting integration of risk management practices across the organisation.
- Work closely with senior management to develop financial and risk mitigation strategies aligned with business goals and strategic planning.
- Identify trends and develop strategies that minimise financial risk and optimise financial outcomes.
- Oversee the ACF's insurance programme, including annual insurance renewals, claims management and management of contracted providers.

Reporting

- Prepare, review and present financial statements and reports with and reports with clarity and accuracy.
- Prepare and analyse accurate monthly financial and Board / Committee reports, including Profit and Loss statements, balance sheet, budget and variance, projections and forecast, and cash flow.
- Lead and contribute to finance and risk reporting to the Board and Committees, enhancing the standard of reporting and ensuring accurate and timely information flow.
- Attend all Board and Finance, Audit and Risk Committee meetings, and present at/speak to finance and risk reports, as necessary.
- Support the ACF team to meet organisational KPIs, through timely and accurate financial reporting.
- Identify variances from the budget and report significant issues to the Chief Executive Officer.
- Provide financial analysis and models as needed, to support capital projects, business cases, contract negotiations, and informed decision making.
- Track project and grant financial performance, providing accurate and timely information to support acquittal reports.

General

- Promote financial literacy across the business, fostering a culture of continuous learning.
- Undertake developmental and/or analytical projects as identified by the Chief Executive Officer.
- Attend and/or participate in related employer and industry groups as required.
- Represent ACF at internal or external meetings as required.
- Maintain safe working environments and procedures that comply with legislation and ACF OH&S standards.

- Participate collaboratively in staff meetings, strategic planning and evaluation processes.
- Monitor systems of information sharing and ensure the accurate storage and archiving of data.
- Undertake other duties from time to time as directed by the Chief Executive Officer.

3. KEY COMPETENCIES

General Skills

- Strong strategic, analytical and problem-solving abilities.
- Sophisticated written and verbal communication skills, and meticulous attention to detail.
- A professional approach to dealing with confidential matters.
- Strong organisational skills and ability to manage multiple responsibilities and deadlines.
- Proficient use of Microsoft Suite including Word, Excel, Outlook, and experience with financial systems.

Interpersonal Skills

- Ability to lead and motivate others.
- Advanced negotiation and facilitation skills in gaining mutually beneficial outcomes from a diverse range of stakeholders.

Teamwork

- Ability to establish priorities, plan, co-ordinate resources and manage time effectively to collectively achieve objectives within deadlines.
- Ability to manage and motivate team members across the organisation to embrace excellent financial planning, processes and procedures.
- Understanding of and ability to implement personnel practices related to things such as occupational health and safety and employee development.

Specialist Skills

- Proven experience in managing the financial affairs of a for-purpose or similar organisation requiring comparable skills and knowledge.
- Demonstrated capability of risk management.
- Knowledge of contemporary financial management and planning.
- Demonstrated experience preparing financial reports, annual budget / forecasts, and completion of Annual Financial Statements of Account.
- Strong administration skills including data and information management systems.

4. QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in a relevant discipline (e.g. business accounting/finance) plus work experience of at least 5 years. For-purpose experience desirable but not mandatory.
- Ability to analyse and communicate financial information.
- Computer literacy with a sound knowledge of accounting software and excel.
- Current valid Working with Children Check or willingness to go through the process check on the final selection.

5. KEY SELECTION CRITERIA

- A strong track record in applying commercial acumen to identify and implement strategies which position an organisation for financial growth, stability and sustainability.
- A can-do approach, curiosity and courage, and the ability to balance financial risk with innovation.
- Demonstrated knowledge of financial and management accounting, auditing and legislative requirements relating to GST, taxation and associated issues.
- Demonstrated knowledge of financial and risk analysis, and the ability to make recommendations and give strategic advice and present complex information confidently and clearly to CEOs, Boards and Committees.
- Demonstrated qualities of leadership, resilience and initiative.
- Demonstrated ability to work closely with a broad range of stakeholders to achieve mutually beneficial outcomes.
- Proficiency in analytical software tools, such as Excel, MYOB/other financial/accounting systems.

6. CONDITIONS

- This a part-time, permanent position (0.8 FTE). A six-month probation applies.
- This role has a salary package of circa \$145,000 per annum plus superannuation (pro-rata).
- The Amusement, Events and Recreation Award (MA000080) is applicable.

Note: As the ACF evolves to meet the changing needs of our community and projects, the competencies required for this role may vary from this role statement.

WHAT WE OFFER:

Our roles are full of opportunity, experience, and collaboration. We value all types of experience— the diversity and variety is what makes us unique.

- Salary sacrificing.
- Access to EAP services.
- An organisation committed to Diversity and Inclusion.
- A collaborative and inclusive work environment with a focus on employee well-being and professional growth.
- Access to some free events on-site.
- Free 24-hour car parking access

Application Process

Abbotsford Convent is committed to equity and inclusion and welcomes applications from Aboriginal and/or Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people of all abilities, and people from LGBTQIA+ communities.

Applications are due by 11.59 pm Wednesday, 28 January 2026.

Please refer to the information below to submit your application.

- Provide a CV (maximum 3 pages) and a cover letter addressing key selection criteria and your motivation to apply for the role (maximum 4 pages).
- Short-listed applicants will be contacted shortly after the closing date.
- Applications are to be submitted to hrsupport@abbotsfordconvent.com.au

Applications will not be considered without a CV and Cover Letter addressing KSC.

Note: If you would like to have a private chat or discuss the role, please email your contact details to hrsupport@abbotsfordconvent.com.au and you will be contacted.