

Manager Finance & Administration

Summary

Title	Manager Finance & Administration	Basis of employment	Permanent Full time / part time available
Closing date	5 pm, 11 th of January 2026	Location	145 Ann Street, Brisbane
Contact details	Robyn Danby Woodforde Group (07) 3062 9280 hello@woodfordgroup.com.au	Annual salary	FTE salary level within band will be determined subject to candidate's skills and experience: \$135,000 - \$147,000
Reporting line	Director Corporate Services	Number of direct reports	1

This opportunity

As Manager Finance & Administration you will be responsible for the management of QCA's financial services, office facilities and administration functions, while providing leadership to the administrative services team. This role is pivotal in ensuring strong corporate governance, effective risk management, and proactive stakeholder engagement to support QCA's strategic objectives.

You will oversee statutory financial reporting, budgeting, payroll and cash flow management, while embedding risk management practices across all finance and administrative processes. In addition, you will manage office facilities and ensure robust financial and purchasing policies and maintain asset security. A part of your role will involve building and maintaining positive relationships with internal teams, external auditors, consultants, regulated entities and government agencies to deliver high-quality corporate support services.

Key responsibilities

You will:

Finance & accounting

- manage all statutory financial reporting requirements in accordance with relevant legislation and accounting standards, and Queensland government guidelines, including:
 - prepare and deliver annual financial statements

- co-ordination of internal and external audit reviews
 - prepare fortnightly payroll processing
- undertake all management accounting activities including:
 - annual budget and forecasts
 - monthly management and Board reports
 - BAS, FBT, payroll tax and superannuation requirements
- manage the QCA's cash flow including:
 - debtor maintenance, data processing and receipting
 - creditor maintenance, data processing and payment services
 - petty cash and bank reconciliations
- ensure all QCA finance and purchasing policies, procedures and manuals are up to date and comply with financial standards and Queensland Government requirements
- prepare state government compliant contracts for consultants engaged by the QCA and maintain the QCA asset and contract registers.

Office administration, reception and facilities

- manage and provide leadership to the function of office administration, reception and facilities management for the QCA premises, including:
 - lead and motivate the finance and administration team members by providing guidance, mentoring and direction
 - manage asset security and maintenance including building/facility maintenance for QCA premises
 - oversee the QCA lease arrangements
 - ensure compliance with applicable Queensland Government guidelines
 - support staff engagement initiatives (in consultation with human resources) that promote collaboration, communication and wellbeing in a hybrid work environment.

Organisational

- embed risk management practices across the finance, administration and facilities functions, including identifying, assessing and mitigating financial, operational and compliance risks
- provide support to Director Corporate Services in ensuring a high level of corporate governance and various projects from time to time
- support stakeholder management by building strong relationships with a range of stakeholders
- work collaboratively with other Corporate Services managers
- provide quality advice to the senior leadership team, project managers and the Board.

Success criteria and core capabilities

We will assess your suitability for this role by looking at what you have done previously (the knowledge, skills and experience you have gained), your potential for development and your personal qualities. We will consider how well you demonstrate:

Technical skills

- highly developed skills and experience in both financial and management accounting and in budget management processes
- a high level of expertise in the use of information technology and financial systems, including advanced skills in Excel and strong skills in other Microsoft Office software applications
- a detailed knowledge of relevant taxation and payroll legislation including FBT, GST and PRT, and experience in payroll, including interpretation of payroll legislation and skills in using a payroll system
- a strong understanding of governance frameworks, compliance and confidentiality requirements
- proven ability to identify, assess and manage financial, operational, and compliance risks and embed risk management practices into business processes

Interpersonal/communication skills

- strong stakeholder management skills, with the ability to build and maintain positive, constructive relationships with a range of stakeholders
- experience in fostering staff engagement and supporting team collaboration in hybrid work arrangements
- excellent verbal and written communication skills, with an ability to build positive and constructive relationships with colleagues

Leadership/management skills

- an ability to lead, manage and motivate a small corporate services administrative team to ensure the provision of high-quality corporate support services
- a well-developed ability to plan, prioritise and manage competing work demands for self and team members to support the delivery of QCA goals and objectives.
- a proven ability to work collaboratively and effectively as a member of a corporate services leadership team.

Role requirements/qualifications

To be considered for this role:

- a degree or recognised qualification in a finance related discipline such as business or commerce (accounting) is **highly desirable**.
- membership of CPA Australia or Chartered Accountants in Australia and New Zealand (CAANZ) is **mandatory**.
- experience in Access finance and Definitiv payroll system will be advantageous.

Special conditions

This role requires satisfactory clearance of a variety of pre-employment checks which will include a criminal history checks. Failure to consent to the required checks will render you unsuitable for the role.

Any personal information obtained in the application process will be treated as confidential and held securely by the QCA and the Woodforde Group.

Additional information

If you would like more information about the QCA, this role and the benefits of working for us, please refer to the Candidate Information Pack.

How to apply

Please provide:

- your resume, which gives details of your relevant experience and qualifications
- a cover letter (maximum 2 pages), in which you:
 - highlight your skills and where/how you obtained your experience
 - demonstrate your ability to undertake the responsibilities and requirements of the role as outlined in 'Success criteria and core capabilities'.

The Woodforde Group has been engaged to support the recruitment process for this position.

For enquiries about this role, please contact Robyn Danby on (07) 3062 9280.

Applications can be submitted via email to: hello@woodfordgroup.com.au