

Position Information

Position Title	Finance Manager
Program	Business Services
Reports to	Chief Executive Officer
Direct reports	Team Leader Finance
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Award classification	Level 6

Organisation Information

TeamHEALTH is a for-purpose organisation dedicated to supporting people living with mental health challenges across the Northern Territory. We are the only non-faith-based, grassroots mental health organisation focused solely on the NT. Our deep connection to the Territory means we understand the unique needs of our communities — from urban centres to remote regions.

TeamHEALTH was founded in 1987 by a group of passionate family members and service providers who wanted better care for their loved ones living with mental illness. Their vision — grounded in compassion, community, and hope — became the foundation for the organisation we are today.

- [Who We Are | TeamHEALTH](#)

With accreditation to the National Standards for Mental Health Services, NDIS Quality and Safeguarding Framework, National Regulatory System for Community Housing and the Aged Care Quality Standards, TeamHEALTH continues to focus on ensuring quality service provision and the pursuit of goals with participants.

Position Summary

In 2026, TeamHEALTH will modernise its finance system and processes. The current Head of Finance is being taken offline to oversee the modernisation process.

We are seeking an experienced and collaborative Finance Manager to lead our small Finance team during this time, partnering closely with the current Head of Finance, Executive and Board, to ensure strong financial governance, compliance and sustainability.

Reporting to the Chief Executive Officer, the Finance Manager will be involved in the development of the organisational strategy 2026-30, and from this, will prepare – in consultation with the Executive and Program Managers – operational budgets. The Finance Manager will monitor and report on budget implementation, providing advice and analysis to the CEO and the Board to support the organisation’s fiscal health.

The Finance Manager will oversee the preparation of all financial reporting, acquittals, financial audits and cash flow management, ensuring statutory returns are accurately prepared and submitted in accordance with reporting deadlines.

The Finance Manager will be responsible for monitoring Business Services, including the effective use and renewal of assets, devices and resources.

The Finance Manager will work alongside the Head of Finance to support the successful transition to a new finance system and will bring fresh eyes to the organisation's financial policies and procedures with a view to continuous improvement.

As a part of TeamHEALTH's leadership team, the Finance Manager is required to work at a strategic level and will model leadership behaviours that:

- inspire and communicate the vision and values of TeamHEALTH in all actions;
- influence, motivate and mentor to support changed behaviours and achievement of goals;
- innovate, demonstrating comfort with ambiguity and prudent taking of risk;
- communicate effectively, encouraging collaboration internally and with our stakeholders; and
- ensure accountability for outcomes, celebrate successes and proactively address shortcomings.

The Finance Manager will be required to provide support or assistance to other areas of TeamHEALTH as required, which may involve travel and overnight absences.

Key Result Areas

1. Financial management

- 1.1. Provide accurate and timely advice and reports to the CEO, Executive, Board and funding bodies.
- 1.2. Oversee preparation of the budget, forecasting, and financial planning across the organisation.
- 1.3. Ensure accurate and timely payroll acting as the authorising officer for payroll, and for the creditors and suppliers payment run.
- 1.4. Manage cashflow, investments and financial sustainability.
- 1.5. Ensure compliance with all statutory obligations and funding requirements.
- 1.6. Oversee the annual financial audit process.
- 1.7. Ensure strong financial systems, controls and processes – supporting the modernisation of the finance function.
- 1.8. Maintain cost effective processes relating to procurement of TeamHEALTH supplies and asset management.
- 1.9. Oversee the management of insurances and claims process for TeamHEALTH, includes general insurance, public liability and workers compensation (in conjunction with Human Resources).

2. Relationship Management

- 2.1. Develop and maintain professional working relationships within TeamHEALTH programs and among external stakeholders.
- 2.2. Work effectively with all people including Aboriginal and Torres Strait Islander people, and those with Culturally and Linguistically Diverse (CALD) backgrounds.
- 2.3. Uphold the TeamHEALTH values of Integrity, Accountability, Wellbeing and Respect in all engagement with staff, contractors and external contacts.

3. Team Management

- 3.1. Provide leadership, mentoring and assist in day to day management, supporting staff to adjust to changed ways of working.
- 3.2. Conduct and facilitate team meetings and group supervision on a regular basis with staff.

- 3.3. Develop sound knowledge of programs and explore ways in which improvements can be made in service delivery or cost effectiveness.
- 3.4. Coach and mentor Management Group and Team Leaders in the development, implementation and monitoring of budgets and forecasts.

4. Reporting and Administration

- 4.1. Develop and manage the services' budgets, assets and expenditure, ensuring appropriate policy, procedures and reports are completed within established timeframes and delegation levels.
- 4.2. Ensure TeamHEALTH compliance with appropriate Australian regulations and legislation, including preparation and lodgements of PAYG, FBT, Superannuation, ACNC and BAS returns.
- 4.3. Prepare Management and Board ready briefing papers, financials and analysis as required.
- 4.4. Ensure that all internal and external reporting is accurate and completed within timeframes required by funding agreements and/or management.
- 4.5. Undertake research and investigations into identified projects as required.
- 4.6. Actively participate in regular support and supervision with the Chief Executive Officer, including continuing professional development and performance review discussions.

Key Selection Criteria

All TeamHEALTH Staff

- 1. A National Police Certificate that was issued less than two years ago or proof of an application for a National Police Certificate.
- 2. A current Driver's Licence.

Essential for Position

- 3. Demonstrated experience of at least five years or more in financial management, accounting, asset management.
- 4. Demonstrated high level of negotiation and communication skills (written, interpersonal and negotiation) with the ability to interact with a diverse range of people.
- 5. Leadership skills and experience with the capacity to manage, support and supervise a team of staff to achieved required organisational outcomes.
- 6. Proven ability to manage workload under pressure in a busy environment and prioritise tasks to ensure deadlines are met.
- 7. Demonstrated capability to analyse and exercise good judgment in problem solving and decision making with a commitment to strive for continuous quality improvement.
- 8. Formal accounting qualification (CA/CPA) and experience.

Desirable for Position

- 9. Minimum of 5 years experience as CPA or Chartered Accountant.
- 10. Experience working in the Community Services or Not for Profit Sector.

Position Description Approval

Approved by	Rina Bruinsma, Chief Executive Officer
Date approved	12 June 2026
Signature	