

Position Description

Commercial Director

Reports to: Executive Director Office of the CEO

Business Unit: Office of the CEO

SNAICC Level: Director

FTE: 1

Direct Reports: up to 5

Position summary

The Commercial Director is responsible for leading and managing the organisation's finance, payroll, grants and tenders, ensuring strong financial standing, compliance, diversity of revenue and sustainability.

The position manages financial transactions, review of month end reports, regulatory reporting, audit processes, year-end statutory accounts, and financial reporting and forecasting to the CEO, management, and the Board.

This role involves working directly with the CEO and the Executive team ensuring SNAICC is positioned to capitalise on emerging opportunities that align with the organisation's objectives.

The Commercial Director oversees a team of skilled professions including: Finance team; Payroll Officer; and Grants & Tender Coordinator.

As part of the Office of the CEO team, and in accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures, the Commercial Director reports to the Executive Director, Office of the CEO and works closely across the Office of the CEO and broader SNAICC teams.

SNAICC's Office of the CEO oversees the efficient management of all CEO Office operations, administration, initiatives and encompasses the following key business areas:

- Strategic Engagement & Communications
- Operations & Planning
- Governance
- People and Culture
- Finance
- Corporate Services (legal and compliance obligations)
- Administration.

Key responsibilities

Strategic Direction

- Provide strategic advice to the CEO and Board on financial performance, risk and opportunities.
- Provide business metrics and analysis to enable sound decision making by the Executive, Board, and Finance and Risk Management (FARM) sub-committee.
- Pursue new business opportunities, including government and philanthropic partnerships and tenders, with input from subject matter experts across the organisation.
- Lead financial modelling, forecasting and analysis to inform decision making, opportunities for improvement and long-term planning.
- Ensure an appropriate internal control framework supported by relevant financial and risk management policies, including organisational compliance to the SNAICC Delegations Instrument.
- Oversee the SNAICC's insurance policies, including property, liability, and Workers Compensation insurance. Ensure adequate coverage and cost-effective risk mitigation.
- Manage any third parties to which accounting or finance functions have been outsourced.
- With the Executive Director Office of the CEO, support the development and execution of a Corporate Partnership Strategy and other relevant activities to generate new revenue streams and promote business growth.

Finance & Payroll

- Lead a collaborative financial planning processes for the business and ensure effective planning cycles within Finance and Business Units are aligned with the strategic directions of the organisation.
- Develop financial performance measures and monitoring systems that support the organisation's strategic direction, ensuring compliance with ATO, ASIC, ACNC (Australian Charities and Not for Profits Commission) and state fundraising governing bodies.
- Oversee all financial operations including budgeting, reporting and compliance (including BAS, PAYG, Superannuation)

SNAICC Competency Framework

1. Organisational Awareness and Professionalism

1.4.1 Organisational awareness

1.4.2 Time management

1.3.3 Ethics

1.4.4 Taking responsibility

1.3.5 Problem solving

3. Communication & Relationship Skills

3.4.2 Written communication

3.4.3 Verbal communication

3.3.5 Interpersonal skills

5. Resources, Assets & Sustainability

5.4.1 Revenue raising

5.4.5 Sustainability

9. Risk Management, Workplace Safety & Quality

9.3.1 Strategy

9.4.2 Quality

9.4.3 Risk Management

9.4.5 Legislation and Compliance

5. Resources, Assets & Sustainability

5.4.2 Financial Management

5.4.3 Procurement

- Oversee the provision of payroll and salary packaging services for SNAICC employees in consultation with the People and Culture Manager/Director Corporate Services.
- Maximise SNAICC's financial strength through effective cash flow management and appropriate investment strategies.
- Manage the relationship with external auditors and banks ensuring that SNAICC meets all requirements for annual financial statements.

Grant, Tenders & Contracts

- Oversee preparation, submission and management of grant and tender applications.
- Ensure compliance and reporting for funded projects and contracts.
- Build strong relationships with funders and partners to enhance sustainability.

Leadership

- Provide coaching and support to all direct reports in the performance of duties, by monitoring and providing feedback
- Create a culture and team environment where people are motivated to be their best and help the organisation achieve
- Complete and promote the value of regular supervision, annual work plans and undertake annual performance reviews
- Actively support and demonstrate inclusive behaviour with a zero tolerance for any bullying, harassment, and inappropriate conduct.

Quality and Compliance

- Promote a culture of continuous improvement, collaboration and compliance through the provision of mentoring, training and other support.
- Contribute to internal quality assurance processes, including identifying, developing, implementing and evaluating quality improvement activities.
- Ensure adherence to organisational policies and procedure to deliver consistent quality support and service.
- Actively participate in internal and external audits with responsibility for compliance

5. Resources, Assets & Sustainability

5.4.1 Revenue raising

5.4.5 Sustainability

4. Leadership & Teamwork

4.4.1 United vision

4.4.2 Strategic focus

4.4.3 Team dynamics

4.3.4 Conflict management

4.4.5 Diversity/different styles

9. Risk Management, Workplace Safety & Quality

9.3.1 Strategy

9.3.3 Risk Management

9.4.1 Health Safety Wellbeing

- Actively identify, monitor, and manage areas of key risk and lead appropriate escalation and responses.

Common duties shared with other SNAICC staff

- Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans.
- Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required.

Significant relationships:

External

- External stakeholders such as auditors, consultants, funders and government representatives
- SNAICC’s membership

Internal

- CEO
- Member of the SNAICC Finance & Risk Management Committee (Board Sub-Committee)
- Members of other SNAICC teams: Office of the CEO; Programs; Policy and Research

Key selection criteria

Knowledge & experience

- Tertiary qualifications with 5 years demonstrated strategic leadership experience in finance and commercial programs
- Demonstrated ability to provide strategic, analytical and innovative skills, leading project management and service/contract planning
- Senior level financial management expertise, including taxation, compliance, asset management, insurance, reporting and legal issues in a complex organisation with significant income, contract management and reporting requirements.
- Demonstrated leadership and people management skills, including the ability to build a positive and collaborative team culture.
- Ability to operate strategically with an ability to problem solve, support and understand challenges at the operational level.
- Significant leadership and management experience in working with, advising and/or

supporting Boards.

- Proven stakeholder relationship management – ability to build relationships and strategic partnerships with stakeholders including key government, non-government and statutory agencies such as the ATO.
- Excellent interpersonal skills, diplomacy, and political nous.
- Demonstrated problem-solving ability and the ability to negotiate successful outcomes in potentially challenging circumstances.
- Strong organisational, negotiation and project management skills.
- Commitment to actively work as part of an executive leadership team.
- Experience in developing and implementing successful business growth strategies.
- Strong skills on MS Excel, MS Word, MS PowerPoint and Xero Accounting or other relevant packages.

Desirable

- Previous experience working for a large not for profit / charitable organisation.
- A graduate of the Australian Institute of Company Directors (AICD)
- Broad knowledge and understanding of issues impacting upon Aboriginal and Torres Strait Islander children and families, and commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families.

Qualifications & requirements

- Degree in Finance, Accounting, Commerce or related field
- Fully qualified CA or CPA
- Maintain membership of either CPA Australia or ICAA
- Employee Working with Children Check (WWCC)
- Current National Police Check (no older than three months)
- Current Driver's License.

Who we are

SNAICC – National Voice for our Children is the national non-government peak body for Aboriginal and Torres Strait Islander children and families, and the sectors that support them.

Since 1981, we have been a strong National Voice representing the interests of Aboriginal and Torres Strait Islander children, families, communities and organisations across Australia.

Our work focuses on three key areas: research and policy, advocacy and sector development engagement and innovation.

SNAICC is governed by a Board of Directors and a Council made up of Aboriginal and Torres Strait Islander community-controlled organisations and leaders from the early years, child safety, development and wellbeing sectors.

Vision

Aboriginal and Torres Strait Islander children and young people thriving in culture, raised within strong families and self-determining communities, empowered to reach their full potential.

Purpose

We engage and amplify the voices of children, young people, their families, communities and our members to drive and influence progress for the fulfilment of the rights of our children through culturally-led, self-determined, and evidence-based approaches, systems and structures.

For more information about SNAICC, visit our [website](#) and view our [Strategic Plan 2025-2028](#).

Our shared values

- **Cultural safety:** Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with.
- **Collaboration & trust:** We value reciprocity and partnerships. We show curiosity rather than judgment and give people the benefit of the doubt.
- **Respect & kindness:** We are all valued and valuable. We communicate with people holistically, recognising their humanity.
- **Accountability & integrity:** We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.

- **Staff wellbeing:** We are committed to the wellbeing of our staff.

Organisational expectations

- Compliance with organisational policy and procedures, including code of conduct.
- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries.
- Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors.
- Comply with Workplace Health and Safety legislation, standards, SNAICC WHS policies and procedures to participate in the achievement of a safe working culture.
- Where appropriate, participate in workplace inspections, accident reporting and investigations and provide information, instruction and coaching.

Acknowledgement of incumbent

I have read and understood the requirements of the position.

Name:

Signature:

Date: