



Empowering Individuals Living with Disabilities Through Meaningful and Sustainable Employment



Finance & Commercial Leader (General Manager Finance)

Job Type:	Full Time - Maximum Term up to 2 years
Hours of Work:	Standard business hours, with occasional out-of-hours work or reasonable additional hours
Reports to:	CEO
Conditions:	\$130,000 base salary + 12% superannuation and salary packaging benefits
Location:	Morwell based, with occasional travel across Gippsland and beyond. Hybrid and Flexible work arrangements or Part Time (0.8) considered.

About Latrobe Valley Enterprises

Latrobe Valley Enterprises (LVE) is a registered charity, not-for-profit company and social enterprise based in Morwell, Victoria.

For more than 50 years, LVE has combined sound commercial business practices with a strong commitment to creating meaningful employment opportunities for people with disability. Through a diverse portfolio of commercial business units, LVE provides sustainable employment, training and skill development while contributing to the economic and social wellbeing of the Gippsland community.

As both a charity and a social enterprise, commercial success is more than a financial outcome. It enables LVE to continue investing in people, creating opportunities and building a stronger, more inclusive future for our community.

The Opportunity

At Latrobe Valley Enterprises, every financial decision has the potential to strengthen our organisation and create more meaningful employment opportunities for people with disability.

The Finance & Commercial Leader plays a central role in making that happen.

This is more than a finance role. It is about helping our organisation make confident decisions today while building financial sustainability for tomorrow.

Reporting to the Chief Executive Officer and working as part of the Executive Leadership Team, this management appointment provides strategic financial leadership while remaining connected to the day-to-day realities of the organisation. It brings together sound financial stewardship, commercial insight and practical leadership to ensure LVE remains financially strong, commercially sustainable, well governed and positioned to continue delivering meaningful employment opportunities for many years to come.

To us, good financial leadership is about understanding what the numbers are telling us, recognising opportunities, anticipating challenges and helping the organisation make informed decisions with confidence.

Although supported by an established finance team, this is a hands-on leadership role. Some days will involve preparing Board reports, leading budgeting and forecasting, or working with the Executive Leadership Team to explore historical practices, pricing or contract terms and commercial opportunities. Other days may involve helping resolve a payroll issue, supporting the recent transition to Employment Hero and Xero, or working alongside colleagues to strengthen financial systems and processes.

Success comes from being approachable, commercially curious and willing to work alongside others. The Finance & Commercial Leader builds trusted relationships across the organisation, helps leaders understand their budgets and provides practical advice that supports better decisions.

Over the next two years, LVE will continue strengthening its financial systems, commercial capability and long-term sustainability. This role will be central to that work by embedding reliable systems, developing the finance team and helping the Executive Leadership Team and Board identify opportunities that build upon LVE's sustainability for the future.

Areas of Accountability

Financial Stewardship

- Lead the organisation's budgeting, forecasting and financial planning processes.
- Ensure the Executive Leadership Team and Board receive timely, reliable and meaningful financial reports that support informed decisions.
- Monitor financial performance, cash flow and financial position, identifying trends, risks and opportunities early.
- Oversee month-end and year-end processes, statutory reporting, taxation obligations and other financial compliance requirements.
- Maintain effective financial controls, delegations, policies and procedures that protect the organisation and support responsible use of resources.
- Work with functional leaders to strengthen budget ownership, understand variances and take timely action.

Commercial Performance & Sustainability

- Analyse the performance and profitability of LVE's business units, contracts and services to show where value is being created and where improvement is needed.
- Work closely with the Operations Leader, CEO and other Executive Leadership Team members on pricing, margins, contract terms, business cases and investment decisions.
- Identify commercial opportunities, emerging risks and trends, and bring practical options and recommendations to the Executive Leadership Team and Board.
- Help shape financially sound growth opportunities, new services and business models that align with LVE's charitable purpose and social enterprise objectives.
- Improve visibility of job-level and business-unit performance so decisions are based on reliable commercial information.
- Support contract negotiation and review, including pricing, indexation, payment terms and other conditions that protect LVE's sustainability.

Board Partnership & Strategic Decision Support

- Build a trusted and collaborative relationship with the CEO, Board and relevant Board committees.
- Act as a clear bridge between day-to-day financial and commercial realities and the governance decisions before the Board.
- Present financial information confidently, explain its practical meaning and respond openly to questions and challenge.
- Provide the Board with a clear view of financial performance, commercial pressures, opportunities and the likely impact of different decisions.
- Lead financial modelling, scenario planning and analysis to support strategic planning and major organisational decisions.

- Partner with the Executive Leadership Team to develop united, well-considered proposals and recommendations for Board consideration.

Financial Governance, Audit & Risk

- Lead preparation for financial audits and reviews, ensuring information is accurate, complete and available when required.
- Work alongside other leaders so financial aspects of charity, regulatory, funding, social enterprise and organisational compliance are understood and met.
- Ensure audit findings and agreed actions are addressed, monitored and used to strengthen financial governance and controls.
- Maintain oversight of financial, fraud, payroll, procurement and other risks within the portfolio, raising significant concerns early.
- Ensure appropriate insurance arrangements are maintained and reviewed for coverage, cost and organisational need.
- Contribute financial insight to organisational risk management, business continuity and governance processes.

Systems, Procurement & Corporate Support

- Lead the continued embedding, optimisation and improvement of Employment Hero, Xero and associated business systems following their recent transition.
- Ensure financial, payroll and reporting systems are reliable, practical, appropriately controlled and understood by the people who use them.
- Work with the finance team and other leaders to troubleshoot system or process issues and put lasting solutions in place.
- Provide oversight of procurement and purchasing practices so organisational resources are used responsibly and deliver value for money.
- Oversee corporate services within the agreed portfolio, including relationships with relevant suppliers, contractors and professional advisers.
- Maintain strong records, documentation and administrative practices across the finance and commercial function.

Leadership & Financial Capability

- Lead, coach and actively develop the Finance Officer and Senior Finance Officer, or other finance resources within the agreed structure.
- Build a capable, collaborative and service-oriented finance team that is trusted across the organisation.
- Work alongside team members when practical support, problem solving or additional financial expertise is needed.
- Ensure the team can explain financial and commercial information clearly to supervisors, employees and other colleagues.
- Help leaders understand their budgets, interpret financial information and use it to make confident decisions within their areas of responsibility.
- Develop practical tools, reporting, coaching or presentations that improve financial understanding and support transparent financial management.

Executive Leadership

- Contribute actively to organisational strategy, planning and decision-making as a member of the Executive Leadership Team.
- Work closely and collaboratively with the CEO and fellow leaders, recognising that financial, operational, people and impact outcomes are connected.
- Bring initiative, sound judgement and commercial thinking to organisational challenges and opportunities.
- Raise concerns early, provide practical solutions and follow through on agreed priorities.
- Lead change in a way that is clear, respectful and appropriately accountable.
- Represent LVE professionally with auditors, advisers, financial institutions, government, funders, partners and other stakeholders.

What Success Looks Like

During your first 12 to 24 months, you will have:

- Built trusted relationships with the CEO, Board, Executive Leadership Team, finance team and operational leaders.
- Established financial reporting that gives the Executive Leadership Team and Board a clear and timely view of performance, risks and opportunities.
- Strengthened budgeting, forecasting and financial planning across the organisation.
- Improved visibility of business-unit, contract and job-level performance to support better pricing and commercial decisions.
- Supported leaders to understand and actively manage their budgets and financial responsibilities.
- Helped the Executive Leadership Team and Board identify and assess opportunities that strengthen LVE's long-term commercial sustainability.
- Supported the recent implementation and successful embedding of Employment Hero, Xero and associated systems, with reliable payroll, reporting and financial processes.
- Strengthened financial governance, controls, audit readiness and follow-through on compliance actions.
- Developed a capable, collaborative and trusted finance team with clear roles and development pathways.
- Become a valued and confident partner to the Board, able to connect financial realities with practical and strategic decision-making.

Key Relationships

Reports to: Chief Executive Officer

Direct reports: Finance Officer and Senior Finance Officer, or other finance resources as determined by the organisational structure, Sales and Marketing Manager

Internal: Board and relevant committees, Executive Leadership Team, operational leaders, supervisors, support staff and employees

External: Auditors, accountants, financial institutions, insurers, regulators, government agencies, funders, suppliers, contractors, customers and professional advisers

Experience & Capability

We are looking for someone who brings:

- Strong professional financial management capability and demonstrated financial management performance at an executive level.
 - A relevant tertiary accounting qualification is highly regarded but not mandatory.
 - BAS Registration or eligibility and/or CPA or CA membership, or progress toward membership, is highly regarded but not mandatory.
- Demonstrated experience leading budgeting, forecasting, financial reporting, controls, audit and compliance processes.
- Strong commercial acumen, including the ability to analyse profitability, pricing, margins, contracts and business opportunities.
- Experience presenting financial information and advice confidently to a Board, committee or senior leadership group.
- Experience in a registered charity, not-for-profit, social enterprise, NDIS or another regulated and audit-focused environment.
- Experience leading, coaching and developing a small finance team.
- Strong systems capability, including experience improving finance, payroll or business systems and associated processes.
- The ability to translate complex financial information into clear, practical advice for people with different levels of financial knowledge.
- A practical, hands-on leadership style, supported by strong organisation, judgement, documentation and follow-through.

- An understanding of disability supported employment or purpose-led organisations would be helpful, but is not essential.

The Person We're Looking For

- Practical and approachable.
- Commercially curious and confident asking the right questions.
- Calm, credible and able to hold their own in Board and executive discussions.
- Organised, diligent and reliable.
- Comfortable moving between strategic thinking and hands-on problem solving.
- Clear and generous when explaining financial information to others.
- Willing to challenge respectfully and raise concerns early.
- Committed to collaboration, transparency and helping other leaders succeed.
- Genuine in their care for people and motivated by LVE's purpose.

Work Environment, Health & Safety Requirements

- The role is primarily office-based at LVE's multi-level Morwell site, with regular movement between office areas and occasional visits to operational workplaces and external locations.
- Work includes periods of computer-based analysis, reporting and meetings, along with walking, standing and use of stairs.
- The person must be able to work independently, manage competing deadlines and travel independently when required.
- The role requires awareness of physical and psychosocial risks, including workload, change, role clarity, workplace behaviour and the wellbeing of the finance team and broader workforce.
- The Finance & Commercial Leader is expected to model safe work practices, respond promptly to health and safety concerns within the portfolio and contribute to a positive safety culture.

Employment Requirements

- Current unrestricted Victorian driver licence.
- National Police Check.
- NDIS Worker Screening Check.
- Working with Children Check, if required for the role or work setting.
- Valid Australian working rights.
- Ability to meet any reasonable role-specific safety, health or compliance requirements.

Key Selection Criteria

To help us consider your application, please provide examples of your experience in relation to the Key Selection Criteria below in your cover letter or application.

1. Financial Leadership & Governance

Demonstrated experience leading budgeting, forecasting, financial reporting, controls, audit and compliance in a regulated organisation.

2. Commercial Insight & Sustainability

Proven ability to analyse business performance, pricing, margins or commercial opportunities and turn financial information into practical recommendations.

3. Board & Executive Partnership

Experience presenting financial advice to a Board or senior leadership group and contributing confidently to strategic decisions.

4. Systems & Team Development

Demonstrated experience improving financial systems or processes while leading and developing a capable, service-focused finance team.

5. Collaborative & Practical Leadership

Proven ability to work across an organisation, explain financial information clearly and provide hands-on support when needed.

How to Apply

1. Prepare your resume and cover letter, addressing the Key Selection Criteria.
2. Submit your application via the Seek link or directly to hello@fullcirclehr.com.au.

All applications will be received and considered by Full Circle HR & Business Services.

Please note: Applications that do not address the selection criteria may not be considered.

No agency referrals accepted. Shortlisted candidates may be contacted for an interview throughout the vacancy period.