

ROLE PURPOSE



Role Title: Senior Commercial Finance Lead

Division: FP&A Team, Global Finance

Location: Sydney
Time Zone preferred

Date: December 2025

Employment type: Full time, Permanent

Reports to: Head of Financial Planning & Analysis

Number of direct reports: 0

Leadership Band: Lead Self

Purpose of the role:

The **Senior Commercial Finance Lead** is accountable for driving strategic financial outcomes and enabling commercial excellence across two critical divisions. This role is responsible for ensuring the production and ongoing development of insightful and quality management reports, the integrity and timeliness of the long-term and annual planning processes of The Foundation as well as regular reforecasts, driving continuous improvement in the systemisation and integration of financial processes and systems, and delivering comprehensive financial and commercial support to the allocated divisions through a business-partner model. The role provides core financial direction to enable organisational growth and will work closely with key personnel across all divisions, acting as a key link to assure the Global Finance team delivers its customer-service mandate.

The **Senior Commercial Finance Lead** will own the outcomes of:

- 1. Enterprise planning and forecasting.** Working closely with the Head of FP&A, support the development of the long-term strategic forecast, Annual Budget, and formal/informal in-year forecasts; continuously refine and simplify the approach to improve accuracy, efficiency, and systemisation of business planning through strong cross-divisional coordination and alignment. Lead divisional financial modelling to support portfolio planning and model implications of investment decisions against key criteria, budget, forecasts, and work planning processes and professionally assess and challenge financial plans to ensure achievability.
- 2. Commercial partnering.** Act as a trusted partner and advocate to the divisions, you will Support the leadership by shaping financial strategy and enabling informed decision-making. Provide deep commercial insight by building a comprehensive understanding of the business, challenging assumptions, and influencing outcomes. Lead initiatives to enhance global systems and processes, ensuring they align with divisional priorities and context. Responsibilities include facilitating financial modelling, strengthening procurement and commercial arrangements (contracts, leases, bids, tenders), developing business cases for new initiatives, building financial capability within the divisions and representing the divisional perspective and needs in global finance forums.
- 3. Grants and restricted-donations process excellence.** Lead the improvement of the end-to-end workflow for grants and restricted donations in collaboration with Public Affairs / Institutional & philanthropy funding department, Global and Country teams and ensure grants and projects budgets are adequately costed and accurate, align to internal processes, meet donor requirements and optimise direct and indirect cost recovery; provide guidance and training for internal stakeholders to ensure consistent, high-quality execution. Establish and maintain consistent costing norms, tools (e.g. Full Cost Recovery) and processes to capture local and global costs accurately for proposal budgets and grant reporting.
- 4. Support the Senior Leadership teams.** Beyond divisional responsibilities, this role contributes to broader organisational leadership by providing strategic financial insight and commercial advice to senior executives by building knowledge and undertaking tasks as needed to drive achievement of organisational goals and KPI's. Facilitate financial modelling of budgets and business planning processes and improve the financial capacity and capabilities within and across the divisions. Role model leadership behaviours and drive effective collaboration between the division and support teams.
- 5. Management reporting and insight.** Lead the production of reliable, timely, and meaningful management reports for the programmatic divisions; provide clear insights, commentary, and visualisations on organisational performance to facilitate decisions supporting strategic and financial objectives.
- 6. Systems cohesion and process integration.** Ensure a high standard of cohesion between financial and non-financial systems. Design creative, simplified solutions to systemise manual financial processes; maintain technical accuracy of accounting outputs; and manage key elements of the consolidated financial results that bridge management and statutory reporting.
- 7. Policy, controls, and capability.** Act as a reference point for the continuous development, implementation, and adherence to relevant financial policies and procedures across group offices; strengthen internal controls and processes and build financial literacy and capability across non-finance teams.
- 8. Other tasks as requested by your manager.**

Our Capabilities:

As a member of The Foundation Family you will:



1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- Strong experience in a multi-entity global non-profit, non-commercial operating environment
- Demonstrated ability to guide and develop organisational financial literacy and capacity in appropriate financial practices and executing this through collaboration and leveraging positive relationships with stakeholders
- Demonstrated experience in leading the financial aspects of grant bids and proposals, including developing accurate and compliant budgets, costing norms, tools and methodologies to optimise direct and indirect cost recovery
- Experience in modelling and analysis of complex financial and non-financial data sets and articulating insights in concise pointed terms to non-finance stakeholders
- Solid experience in leading and developing the financial and commercial skills of non-finance teams
- Strong experience in managing and developing finance systems and implementing internal controls and processes
- Demonstrated ability of a willing detailed hands-on work ethic that ensures deep subject matter knowledge plus completeness, timeliness and accuracy of outputs

Skills:

- Outstanding organisational skills, attention to detail and a demonstrated ability to meet deadlines
- Demonstrated capacity to work productively and collaboratively in a team
- Excellent interpersonal, oral, and written communication skills
- Excellent knowledge and capability utilising Microsoft Office, financial accounting software, FP&A and business intelligence tools

Desirable Experience:

- Experience in an International NGO and complex institutional and non-institutional donor environment.
- Experience working with teams across different cultural and geographic contexts.
- Specific experience with ERPs, FP&A Tools, reporting tools (Power BI, Tableau)

Qualifications:

Chartered Accountant or Certified Practising Accountant

Travel:

Occasional domestic and international travel may be required

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect

This position does not involve "Working with Children" either direct or indirect.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children