



Senior Manager, Finance & Governance

Position Details

Position Title:	Senior Manager, Finance & Governance
Location:	Mulwala or hybrid (in catchment, minimum in office 1 day per fortnight)
Reports To:	Chief Executive Officer
Position Type:	Full-time
Salary:	Grade 6, Level 3 – Grade 7, Level 4 (depending on experience)

Key Relationships

Reports To	Chief Executive Officer
Direct Reports	None initially
Internal	All staff members, but working closely with CEO, Riverine Plains Board of Directors, and Business Development Manager
External	Government agencies, funding bodies, accountants, legal advisors

Background

Riverine Plains Inc, established in 1999 is an independent farming systems group dedicated to improving the productivity of mixed farming systems in north-east Victoria and southern New South Wales.

Riverine Plains is a team of passionate individuals, dedicated to supporting farmers to manage prosperous businesses through research, innovation, and strong rural communities. Working with global leaders in science and technology, we are committed to ensuring farmers across the Riverine Plains have access to the knowledge and tools to optimise their farm businesses and productivity.

Connecting farming communities and delivering the activities and programs to support knowledge transfer, build professional and advisory networks, and build pathways for young people in agriculture.

The Senior Manager, Finance & Governance role will be instrumental in driving performance across the organisation and embedding strong governance, financial and project management practices at all levels.

Reporting directly to the CEO this role will be critical for organisational management, and will include leading key internal projects to support organisational performance and sustainability.

Key responsibilities

Governance:

- Managing the Riverine Plains Audit & Risk Committee, including preparation of papers
- Manage the organisations NFP and DGR status and obligations with the ACNC
- Own the review, management, and awareness of Riverine Plains policies and procedures
- Support Board reporting and preparation of financial and risk management reports
- Manage Riverine Plains annual audit, liaising closely with external auditors
- Coordinate Riverine Plains Annual General Meeting and oversee the Constitution.

Financial Management:

- Journalling all organisational expenditure to correct code/project in Xero
- Working closely with the organisations accountants and providing financial information
- Supporting internal project managers to manage project budgets

Project Performance and Management Support:

- Overseeing Riverine Plains internal project management system (Ruddr) to monitor project performance metrics (internal and external training provided until confident)
- Support internal project management training, helping to develop internal project management capabilities
- Support the CEO and Senior Manager to review project agreements and contracts
- Support project record keeping and audits.

Experience / Qualifications

- Bachelor's degree in Business Administration, Finance, or related field AND/OR 10+ years relevant experience in organisational management, project management, systems and processes
- Experience in Board administration, including managing Audit & Risk Committees
- Experience in developing and implementing new organisational management systems, processes, and policies
- Strong business acumen, financial literacy, and analytical skills to assess market opportunities, conduct feasibility studies, and evaluate project performance.
- Excellent communication, negotiation, and stakeholder management skills, with the ability to build consensus and drive collaboration across diverse groups.
- Demonstrated leadership abilities, with a track record of having accountability for key organisational areas or business units
- A drive for innovation, entrepreneurship, and creating positive impact in the agricultural sector
- Passion for rural communities and NFP organisations
- Ability to work independently and as part of a team.
- A valid driver's license and the ability to travel within the region
- Experience in developing and implementing income diversification strategies and managing fundraising initiatives, preferably in the agricultural or nonprofit sector highly desirable.

To apply

Applications open Tuesday, 20th May 2025 and a CV with a cover letter can be emailed to brooke@riverineplains.org.au

Applications close Friday 6th June 2025.