

## Position Description

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| <b>Position Title:</b>    | Finance Team Lead       |
| <b>Team:</b>              | Finance                 |
| <b>Employment Status:</b> | Fixed term              |
| <b>Reporting to:</b>      | Senior Manager, Finance |
| <b>Location:</b>          | Head office             |

## About Unison

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Unison is a not-for-profit organisation that works to reduce disadvantage and social exclusion by creating communities that thrive. We improve housing outcomes by leveraging our culture, partnerships, experience and our approach to innovation to create secure, sustainable homes and facilitate support and choice for people to positively engage in their community.

We believe that affordable housing is the foundation on which to build a life of value but that a good life takes more than just housing – a good life takes place in a community. Unison also assists over 3,500 people who are homeless or at risk of homelessness each year.

## Position overview

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The Finance Team Lead is responsible for leading and overseeing the Finance function for the Unison Group ensuring the financial health, integrity, compliance, and performance of each entity.

The role provides leadership, direction, coaching, and support to the Finance Analyst and Accounts team, ensuring the timely delivery of financial reporting, budgeting, forecasting, compliance obligations, and operational support activities. The Finance Team Lead will work closely with operational and senior leaders across the organisation to provide commercial insights, support strategic decision-making, and contribute to organisational growth.

In addition to core finance leadership responsibilities, the role will contribute to financial modelling, business case development, scenario analysis, dashboard reporting, and project-related financial evaluation to support organisational planning, growth initiatives, and strategic decision-making.

As the organisation continues to grow, the role may also assume responsibility for additional entities, Special Purpose Vehicles (SPVs), and new ventures as required.

## Position responsibilities

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### Financial management, reporting & analysis

- Oversee the preparation and review of monthly, quarterly, and annual financial reports, ensuring accuracy and timeliness.
- Develop and deliver management reporting and performance analysis to support informed decision-making across the organisation.
- Coordinate and manage annual budgeting and periodic forecasting activities across assigned entities.
- Monitor financial performance against budgets and forecasts, identifying variances, trends, risks, and opportunities.
- Prepare and maintain cash flow forecasts and support working capital management.
- Develop and maintain financial and operational dashboards that provide meaningful insights for management and stakeholders.
- Ensure the integrity, accuracy, and consistency of financial and operational data used for reporting and analysis.
- Support the development and monitoring of key performance indicators (KPIs).
- Provide financial and commercial analysis to support operational and strategic objectives.
- Undertake ad hoc reporting and analysis as required.

### Financial Stewardship

- Assume responsibility for the financial management and reporting for the Unison group.
- Provide financial oversight for additional entities, SPVs, and new ventures as they are established or acquired.
- Monitor the financial performance of assigned entities and provide recommendations to improve outcomes.
- Ensure strong governance, financial controls, and compliance frameworks are maintained across all entities.
- Support organisation-wide financial planning and decision-making activities.
- Maintain the financial integrity and sustainability of assigned entities.

### Team Leadership

- Lead, mentor, and develop the Finance Analyst and Accounts team.
- Manage day-to-day workloads, priorities, and team performance to ensure organisational objectives and reporting deadlines are achieved.
- Foster a collaborative, accountable, and high-performing team culture.
- Provide technical guidance and support on accounting, compliance, reporting, systems, and process-related matters.
- Review and approve work performed by team members, ensuring accuracy and adherence to organisational standards.
- Support employee development, succession planning, and capability building.
- Manage additional staff resources and responsibilities as assigned by the organisation.

### **Financial modelling & Business support**

- Develop and maintain financial models to support budgeting, forecasting, strategic planning, and business initiatives.
- Contribute to business case development, scenario modelling, and investment analysis.
- Support organisational growth initiatives through robust financial analysis and commercial evaluation.
- Translate complex accounting and financial information into practical and understandable insights for non-financial stakeholders.
- Provide financial guidance and support to operational managers and senior leaders.

### **Projects & Continuous improvement**

- Contribute to finance-related projects and organisational improvement initiatives.
- Support project delivery through financial modelling, analysis, forecasting, reporting, and business case evaluation.
- Identify and implement opportunities to improve finance processes, reporting, controls, and systems.
- Support system enhancement, automation, and reporting improvement initiatives.
- Drive improvements in data quality, data integrity, and reporting capability.
- Support organisation-wide projects and initiatives as required.

### **Compliance & Governance**

- Ensure all statutory, regulatory, taxation, and internal compliance obligations are met.
- Collaborate with Operational Director and Managers to build Board Reports.
- Monitor and manage reporting calendars and compliance deadlines.
- Support internal and external audit activities.
- Maintain strong financial governance and control environments across assigned entities.
- Identify, manage, and escalate financial and compliance risks as required.

### **Systems & Data management**

- Effectively navigate and utilise complex finance and business systems.
- Support optimisation and continuous improvement of finance systems and reporting tools.
- Maintain a high level of data accuracy, quality, and integrity.
- Assist with reporting automation and process improvement initiatives.
- Leverage system and data capabilities to improve operational efficiency and reporting outcomes.

### **General responsibilities**

- Perform other general finance, accounting, reporting, budgeting, forecasting, analysis, dashboard development, and commercial support activities as required.
- Support organisational priorities and special projects as directed.
- Undertake additional duties and responsibilities commensurate with the level of the role.
- Promote and model Unison's values and Code of Conduct in all interactions with colleagues, renters, clients and the broader community
- Be flexible and undertake any other duties as reasonably directed

## Key selection criteria

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- Tertiary qualifications in Accounting, Data Analysis or a Business-related discipline
- Strong leadership and supervisory experience
- Advanced Microsoft Office skills, particularly Microsoft Excel
- Strong systems aptitude with the ability to navigate complex systems and processes
- Experience supporting system improvements, reporting automation, and transformational initiatives
- Substantial financial, management, and technical accounting experience
- Strong financial modelling and analytical capabilities
- Demonstrated ability to develop forecasting and budgetary models
- Demonstrated ability to deliver accurate and timely financial information which supports management decision making
- Demonstrated ability to work independently and take initiative to identify and improve processes
- Strong attention to detail and commitment to accuracy
- Ability to think analytically and to manage conflicting priorities
- Demonstrated ability to work well in a team and support the development of a cohesive working environment
- Strong professional written and verbal communication skills, with an ability to influence and engage with people at different levels of an organisation
- Ability to show initiative and work autonomously, with a high level of enthusiasm, resilience and positivity

## Safety and wellbeing

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Staff may be required to interact with Unison's renters, children and members of the public across Unison's locations in emotionally heightened situations, and therefore need to represent Unison professionally and calmly, and apply safe work practices outlined in Unison's safety and wellbeing policies and procedures.

Smoking, vaping, e-cigarettes, alcohol or illicit drugs are not permitted to be consumed on any of Unison's premises by staff.

## Employment conditions

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All staff must be able to perform their duties in varying conditions and locations across Unison's sites.

Unison is committed to protecting children and vulnerable people who have contact with our service. It's an inherent requirement of employment for all staff to have a current Working With Children Check and relevant, clear Police Check.

## Equal employment opportunity

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Unison is committed to creating a safe, inclusive and supportive workplace that reflects the community we serve. People who may be Aboriginal and/or Torres Strait Islander, are culturally, linguistically, LGBTIQ+, age, gender or ability diverse, or have a disability, are encouraged to apply for positions at Unison as part of our Reconciliation Action Plan and Diversity and Inclusion Strategy.