



Assurance and Financial performance Manager: National Cancer Navigation Service Project

POSITION DESCRIPTION

JOB TITLE:	Assurance and Financial performance Manager, National Cancer Navigation Service Project	DIVISION:	Office of the CEO
LOCATION:	Flexible	STATUS:	Fixed term contract until 30 June 2027
REPORTS TO:	Head of National Programs	HOURS:	Full-time
AWARD:			
POSITION NUMBER:			

Organisational context

Cancer Council Australia (CCA) is the national voice for cancer control, uniting the eight state and territory Cancer Councils to deliver evidence-based policy, advocacy, prevention, and support programs. CCA works across the entire cancer continuum to ensure no one faces cancer alone.

The Cancer Navigation Service ("the Service") is a key component of the Australian Government's Australian Cancer Nursing and Navigation Program (ACNNP). This national initiative is enhancing and expanding Cancer Council's existing information and support services to provide more timely, equitable, and culturally safe access to information, navigation, and support for anyone impacted by cancer. The project aims to integrate, strengthen, and digitalise navigation pathways, offering new ways for people to connect with support that best meets their needs now and into the future.

The Assurance and Financial performance Manager will play a central role in developing and overseeing key assurance and financial management activities. This includes developing the relevant frameworks and working with key stakeholders to implement across the project.

Position overview

The Assurance and Financial performance Manager will provide financial and assurance leadership and oversight for the project. The role is accountable for ensuring financial integrity, performance monitoring, and assurance activities are embedded across the program to support efficient, transparent, and value-driven delivery.

The role sits within the CCA PMO and will work closely key internal and external stakeholders such as the Program Director, Program Delivery Manager, Finance, Procurement and HR stakeholders.

KEY RESPONSIBILITIES

Project assurance

- Implement and oversee assurance processes to ensure that program and project deliverables meet established standards and requirements, monitoring effectiveness and areas for improvement.
- Develop and oversee program level frameworks and processes including for financial and risk management, change control, and performance monitoring and compliance (including vendors), ensuring all team members are trained on these processes.
- Collaborate with delivery teams to develop and implement mitigation strategies for high-priority risks, maintaining a centralised risk and issue register that is regularly updated.
- Runs stage-gate reviews, including the development of a Program Assurance Plan and an action-tracker for reporting to the CEO Forum on the status of recommendations arising
- Assist with PMO recruitment processes

Financial performance

- Provide financial oversight of the project, including forecasting, budgeting, accruals, variance analysis, and monthly and quarterly performance reporting
- Develop and maintain financial models and tools to monitor and forecast program expenditure, funding utilisation as required.
- Coordinate the preparation of financial reporting for executive leadership, steering committees, funding bodies, and external auditors
- Support the integration of financial data with program reporting to inform executive-level decisions on scope, timing, and value realisation
- Collaborate with internal finance, procurement, and risk teams to ensure compliance with relevant CCA policies and procedures
- Support CCA Finance team with relevant internal and external audit processes

KEY SELECTION CRITERIA

Essential

- Proven experience in designing, implementing, and managing assurance processes across large-scale programs or projects, including monitoring compliance with delivery standards, identifying process improvement opportunities, and driving continuous improvement initiatives
- Demonstrated capability in developing and embedding program-level frameworks and governance processes, including financial management, risk and issue management,

change control, and performance monitoring — with a focus on consistent application and training across multidisciplinary teams.

- Strong experience in enterprise or program-level risk management, including the development and maintenance of risk and issue registers, and the ability to collaborate effectively with delivery teams to identify, assess, and mitigate high-priority risks in a dynamic project environment.
- Experience leading or coordinating program stage-gate or milestone review processes, including the development and maintenance of assurance plans, action registers, and reporting frameworks to track implementation of recommendations at executive or board level.
- Tertiary qualifications in accounting, finance, commerce, or a related discipline.
- CPA, CA or other recognised professional accounting qualification.
- Substantial experience in financial management and assurance within a large, complex organisation—ideally within the health, public, or not-for-profit sectors, with experience in a federated model
- Proven experience managing the financial performance of large-scale programs or projects, with a strong focus on governance, value for money, and compliance.
- Demonstrated understanding of public sector funding models, financial reporting obligations, and financial risk management practices.
- Excellent analytical skills, with the ability to develop and interpret complex financial models, reports, and dashboards.
- Strong interpersonal and communication skills.
- Experience in preparing for and responding to audit and assurance activities, including the development of controls, responses, and corrective actions.
- Exceptional organisational and communication skills, with a proven ability to engage with internal and external stakeholders across governance, delivery, and executive levels, and prepare high-quality reports, dashboards, and assurance documentation.
- Sound understanding of compliance, procurement, and performance frameworks applicable government funding programs.

Desirable

- Experience working in or with the cancer, health or not-for-profit sectors.
- Knowledge of Department of Health, Disability and Ageing funding mechanisms, and associated reporting requirements.
- Experience with financial systems (e.g. Oracle, SAP), project management tools, and data visualisation platforms (e.g. Power BI).
- Understanding of program management methodologies (e.g. Agile, PRINCE2, MSP) and how they intersect with financial control and assurance

Values & culture fit

- Commitment to integrity, transparency, and inclusive engagement.
- Passion for achieving equitable access to cancer support and navigation.
- Collaborative and adaptable work style.