

Cancer Council Australia is the leading national non-government cancer control organisation. We develop and promote independent, evidence-based policy and information on cancer prevention, detection, treatment and care. We support our members, the eight state and territory Cancer Councils, to: undertake and fund cancer research; prevent and control cancer; and provide information and support for people affected by cancer.

JOB TITLE:	Finance Business Partner	DIVISION:	Commercial and Corporate Services – Finance
LOCATION:	Sydney	STATUS:	18 Month Fixed term contract
REPORTS TO:	Head of Finance	HOURS:	35 hours per week
POSITION NO:	CCA-CSD-10-2026	LAST UPDATED:	August 2026

Organisational context

As Australia's leading cancer charity, Cancer Council Australia (CCA) unites the community, provides support, invests in research and saves lives. We are proud to work across all stages of the cancer journey from prevention to end of life.

Role description

The Finance Business Partner supports the Head of Finance by providing management accounting, financial analysis, grants financial reporting and business partnering across CCA. The role works collaboratively with grant owners, budget holders and operational teams to enable effective planning, decision making and financial management.

Primary Accountabilities

Grant Financial Management and Reporting

- Prepare monthly grant financial reports across CCA grants for review by the Head of Finance, including campaign grant reports for the Head of Campaigns where required.
- Maintain grant tracking records for income, expenditure, commitments and reporting deadlines across CCA grants against approved grant budgets and funding agreements.
- Support the Head of Finance to develop and improve grant financial reporting models within the finance system, including data validation, testing, process documentation and continuous improvement activities.

Financial Planning, Forecasting and Business Partnering

- Provide finance support to CCA core operations, including preparation of budget inputs, forecast updates, basic financial analysis and regular management reports.
- Partner with budget owners and stakeholders to provide timely financial information and support to enable effective financial decision making.
- Support quarterly forecasting processes by providing financial guidance, analysis and reporting support to managers and budget holders.
- Develop and maintain financial reporting templates and tools that meet business needs and improve financial visibility.
- Support the preparation of quarterly forecast financial reports for ELT, Finance Audit & Risk Committee and the Board reporting purpose.

Financial Operations and Month End Support

- Assist with payroll processing activities, including preparing payroll information, checking supporting documentation and following up payroll queries as directed by the Head of Finance.
- Support the month end close process by preparing journals, ensuring relevant transactions are accurately recorded with agreed timelines.

Financial Capability and Process Improvement

- Develop training resources and provide guidance to managers/staff with financial responsibilities during the budgeting and forecasting process.
- Designing & developing financial reports for business users.
- Critically review and evaluate ongoing business processes to streamline processes and generate efficiencies through system enhancements and design.
- Conduct "deep dive" analysis as directed by the Head of Finance or Director - Commercial Corporate Services

Other Accountabilities

- Adhere to all CCA internal policies and external legislations
- Any other duties that may be required to meet the needs of the organisation

Main Challenges

- Maintaining accurate grant tracking and reporting information across different grant types while working within existing finance systems and processes.
- Completing routine reporting, payroll, month-end and finance support tasks accurately and on time.
- Working with grant owners, campaign, operations and finance stakeholders to collect information and explain basic financial results clearly.

Key Relationships

Position reports to the Head of Finance.

Position works closely with:

- Director, Commercial and Corporate Services
- Head of Campaigns
- Other grant owners and program leads
- CCA core operations leaders and budget holders
- Executive and Leadership team

Selection Criteria

Essential:

- Relevant tertiary qualifications in accounting, CA/CPA qualified.
- Experience in management accounting, financial reporting or finance support.
- Ability to prepare routine financial reports, reconciliations, schedules and variance information accurately.
- Experience supporting grant, project or restricted-funding tracking and reporting processes.
- Ability to maintain reporting templates, data records and system-based reports under guidance.
- Practical experience supporting budgeting, forecasting, payroll processing, month-end processes, reconciliations and general ledger checks.
- Intermediate to advanced Excel skills and confidence using finance or reporting systems.
- Ability to communicate financial information clearly and work cooperatively with finance and non-finance colleagues.
- Strong attention to detail and ability to complete routine tasks accurately and within agreed deadlines.
- Maintain strict confidentiality over sensitive information (e.g. payroll details)

Desirable:

- Experience in the not-for-profit sector.
- Experience in Netsuite which is the accounting platform in place.

APPROVED BY:

Date: August 2026