



**EXECUTIVE MANAGER, FINANCE**

**JOB & PERSON SPECIFICATION**

**FEBRUARY 2026**

# Executive Manager, Finance (Interim)

## Job and Person Specification

Job Type: 0.6 – 1.0FTE (negotiable), Fixed-Term Contract (6 months initially, with possible extension)

Location: SHINE SA Woodville, Adelaide CBD, Davoren Park (with generous flexible work arrangements available subject to negotiation)

Reports to: Chief Executive Officer

## The Opportunity

SHINE SA is seeking an experienced senior finance leader to join us as Executive Manager, Finance (Interim) during a period of organisational transition.

This role provides executive-level financial leadership, stability and assurance, working closely with the CEO and executive team to ensure strong financial management, governance and decision-making. It is a hands-on, delivery-focused role suited to someone who enjoys bringing clarity, calm and momentum in complex environments.

The position is interim by design. It is not about long-term structural redesign, but about supporting the organisation to navigate the coming months confidently and well.

## About SHINE SA

SHINE SA provides comprehensive and integrated sexual and reproductive health services and programs across South Australia. Founded in 1970, we are a values-led, purpose-driven organisation committed to bodily autonomy, equity and improved health outcomes for communities experiencing the greatest need.

Our work spans clinical services, education, counselling and information, delivered by passionate and highly skilled people.

## What you'll be accountable for

As Executive Manager, Finance (Interim), you will:

### Provide executive financial leadership

- Lead and oversee the organisation's finance function with confidence and sound judgement
- Partner with the CEO and executive colleagues to support informed, timely decision making
- Ensure financial management practices align with SHINE SA's obligations as a registered charity and company limited by guarantee.

### Ensure strong financial management and controls

- Maintain effective financial systems, processes and internal controls.
- Oversee financial reporting, forecasting and cash flow management, including the year-end financial report and external audit
- Monitor financial performance and risks, advising on mitigation strategies as needed.

## Lead planning, analysis and advice

- Guide organisational financial planning, including budgeting and forecasting.
- Provide clear, high-quality financial analysis and advice to executives and the Board
- Support leaders to understand financial implications, trade-offs and sustainability considerations.

## Support governance and organisational continuity

- Contribute financial input to Board and committee processes
- Support audit readiness and regulatory compliance
- Strengthen documentation, handover processes and financial resilience during transition.

## Lead and support the finance team

- Mentor and support the Finance Manager and broader finance team
- Foster a calm, collaborative and respectful working environment
- Build capability and confidence within the function.

## What success looks like

By the end of the engagement, you will have:

- Maintained stable, reliable financial operations and reporting
- Well managed, timely and accurate year-end financial report, including support of the external audit process
- Supported confident executive and Board decision making
- Delivered high-quality financial planning and budgeting outputs-quality financial planning and budgeting outputs
- Strengthened financial governance, controls and documentation
- Left the finance function well supported and well positioned for the future.

## What you'll bring

### Essential experience

- Senior financial leadership experience at executive or equivalent level
- Strong capability across financial management, reporting, controls and planning
- Experience working in complex, regulated or multi-stakeholder environments
- Ability to step into transitional contexts and add value quickly
- Clear, pragmatic communication style with executives and boards.

### Desirable experience

- Background in not-for-profit, public health, government funded or purpose driven organisations
- Familiarity with governance requirements for charities and companies limited by guarantee.

## Personal qualities

- Calm, adaptable and solutions-focused
- Comfortable working with ambiguity and evolving priorities
- Strong professional judgement and prioritisation skills
- Values aligned with equity, inclusion and public health outcomes.

## Why this role may suit you

This role will suit an executive who:

- Enjoys interim or fixed-term leadership roles
- Values purpose-driven work
- Is comfortable working closely with a CEO and executive team
- Brings maturity, steadiness and practical judgement during change

## Values and Culture

SHINE SA is committed to sexual and reproductive health and rights, evidence-based practice, diversity, equity and inclusion. We seek leaders who can positively contribute to our culture and support our people through change.



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.