

POSITION DESCRIPTION AND SELECTION CRITERIA

Role Title:	Finance Manager		
Classification:	\$120,877 + super & salary packaging	Date Approved:	14 October 2026
Reports to:	Executive of Corporate Services & Governance	Unit:	Corporate Services & Governance
Award	Employment is governed by the National Employment Standards and the individual contract of employment.		
Type	Full-time, ongoing, on-site		

ORGANISATIONAL CONTEXT

Imparja Television is a 100% Aboriginal-owned, independent and not-for-profit commercial television broadcaster based in Alice Springs. Established in 1987 and first going to air in January 1988, Imparja is one of Australia's original Aboriginal television broadcasters and has a proud history of creating opportunities for Aboriginal voices, stories and perspectives. Imparja operates 28 retransmission sites within the Remote Central and Eastern Australia licence area. Its broadcast footprint spans more than 3.6 million square kilometres across six states and territories, reaching more than 200 remote Aboriginal communities and an estimated daily audience of more than one million viewers across wider regional and remote Australia. Imparja also provides satellite capacity for 14 Aboriginal radio services through the Viewer Access Satellite Television service.

This role contributes to Imparja's Strategic Plan 2025–2030, supporting the organisation's growth, renewal and continued reach across regional and remote Australia.

PRIMARY PURPOSE AND FUNCTION OF THE ROLE

The Finance Manager is responsible for the financial integrity, accountability and sustainability of Imparja Television. The role leads the finance function across Imparja Television Pty Ltd, Imparja Properties Pty Ltd and Central Digital Television Pty Ltd, ensuring Imparja's financial records, reporting and controls are accurate, compliant and fit for purpose.

As an Aboriginal-owned, not-for-profit broadcaster serving remote and regional communities, Imparja depends on sound financial management to protect its independence and meet its obligations to the Board, funding bodies, commercial partners and the communities it serves. The Finance Manager provides the Executive team and Board with clear, reliable financial information and advice, enabling informed decisions about Imparja's priorities, investments and long-term viability.

The role owns the month-end and year-end close, statutory reporting, audit, budgeting and compliance, and leads continuous improvement in finance systems, processes and controls. It builds a capable, accountable finance team and strengthens financial understanding across the organisation.

Works semi-autonomously within approved delegations, policies and procedures. Supervises the finance team, including the Senior Finance Officer and Finance Officer. Reporting to the Executive of Corporate Services & Governance, the Finance Manager works closely with the CEO, and external advisers.

PERFORMANCE INDICATOR	MEASUREMENT
Mission, Vision & Values Alignment	Demonstrates Imparja's values in daily work. Culturally respectful practice; constructive feedback from stakeholders; compliance with approval pathways.
Month end and reporting	Close completed and management reports issued within 10 working days, with all reconciliations reviewed and signed off.
Review & Approval	Pay runs, BAS, journals, master file changes and payments reviewed and approved before release, with no errors passing review
Ledger & Balance Sheet Integrity	All balance sheet accounts reconciled monthly, with reconciling items explained and cleared promptly.
Compliance	All obligations on the compliance calendar met, with no penalties or late lodgements.
Funding Compliance	Grant and funding acquittals submitted accurately and by agreed deadlines in conjunction with Compliance
Financial Controls	Controls operating effectively, with audit and review recommendations implemented within agreed timeframes.
Financial Insight & Advice	Quality, timeliness and usefulness of financial analysis, forecasts and advice provided to the Executive team and Board.
Team Leadership & Capability	Team work reviewed and supported, development plans in place and achieved, and a positive, accountable team culture.
Health & Safety Compliance	Adherence to, and promotion of, workplace health and safety policies and procedures.

Key Responsibilities

Financial Reporting & Close

- Lead the month-end and year-end close, directing the team's processing and reconciliation timetable
- Review and sign off monthly balance sheet reconciliations prepared by the team
- Review and approve manual general ledger journals
- Prepare statutory financial statements and year-end audit files
- Account for fixed assets, leases, provisions and other complex balances
- Review the reconciliation of Etere advertising revenue to Xero
- Prepare monthly management reports and financial papers for the Executive team and Board

Controls, Compliance & Audit

- Design, document and monitor financial controls and approval processes, ensuring appropriate segregation of duties
- Own the finance compliance calendar and ensure all obligations are met
- Review and approve BAS, PAYG, superannuation, FBT and payroll tax returns and payments before lodgement
- Review and approve each pay run before release
- Approve changes to supplier and employee master file records, including bank details
- Lead the external audit and manage relationships with auditors and external advisers
- Review and approve grant and funding acquittals
- Provide technical accounting advice, drawing on external expertise where required

Budgeting, Forecasting & Analysis

- Coordinate the annual budget process with the Executive team
- Prepare and maintain cashflow forecasts and monitor liquidity
- Analyse performance against budget and advise on variances, risks and opportunities
- Provide financial analysis to support business cases, funding submissions and strategic decisions

Leadership & Continuous Improvement

- Supervise, coach and develop the finance team, setting priorities, reviewing work and managing performance
- Identify and implement improvements to finance processes, systems and controls
- Lead the finance function through change, including optimising Xero, system integrations and automation
- Support managers across the organisation with budgets and financial processes
- Other duties as directed by the Executive, Corporate Services & Governance

Previous experience

Essential

- Minimum five years' experience in financial accounting and reporting, including at least two years in a management role
- Demonstrated experience owning month-end and year-end close, statutory financial statements reporting and external audit work preparation processes
- Strong technical knowledge of Australian Accounting Standards and Australian taxation and payroll compliance, including GST, FBT, PAYG, STP reporting and superannuation including pay day super

- Demonstrated experience designing and maintaining financial controls and approval processes
- Experience leading, coaching and developing a team
- Advanced Excel skills and demonstrated experience with Xero, including multi-entity environments
- Ability to translate financial information into clear advice for non-financial leaders and a Board
- High ethical standards, integrity and discretion
- Respect for, and commitment to working with, Aboriginal people, culture and community

Desirable

- Multi-entity and not-for-profit accounting experience
- Experience with government grant funding, acquittals and reporting
- Experience in media, broadcasting or advertising revenue
- Experience with Etere or similar media and advertising revenue systems
- Experience leading finance system implementation or process transformation

Education

Degree in Accounting, Finance or CPA or CA qualification (or substantially progressed towards completion).

Core Competencies

- **Accountability** takes ownership of scheduling accuracy and its downstream revenue, regulatory and reputational impact.
- **Adaptability** responds calmly and effectively to changes and competing demands.
- **Collaboration** builds effective working relationships with internal and external stakeholders.
- **Integrity** upholds compliance and regulatory standards consistently, even under time pressure.

Other Requirements

- Employment is subject to satisfactory reference and eligibility checks.
- The employee may be required to undertake other reasonable duties. This position description may be reviewed as Imparja's priorities evolve.