

# POSITION DESCRIPTION



## OVERVIEW

<b>TITLE</b>	Financial Controller
<b>DEPARTMENT</b>	Operations
<b>LOCATION</b>	Sydney (Head Office) / NSW
<b>REPORTS TO</b>	Chief Financial Officer
<b>WORK TYPE</b>	Full-Time Permanent
<b>HOURS/DAYS PER WEEK</b> <i>(part-time, casual or contractor only)</i>	
<b>START DATE</b>	ASAP
<b>END DATE</b> <i>(FT/PT fixed term contract or contractor only)</i>	

## ACCOUNTABILITY

<b>Number of direct reports</b> <i>(How many people directly report into this role?)</i>	2
<b>Number of indirect reports</b> <i>(How many people indirectly report into this role?)</i>	1
<b>Budget responsibility in \$</b> <i>(State whether prime, shared or contributory responsibility)</i>	

## ABOUT US

Football Australia is the national governing body for football in Australia and a member of Fédération Internationale de Football Association (FIFA), the international governing body for football. It governs all national teams, the A-Leagues (in Football Australia's capacity as the regulatory body), Australia Cup, National Premier Leagues and leads state, community, and grassroots football.

## OUR CULTURE & VALUES

Football in Australia is a melting pot of approximately 2 million participants represented by over 200 different cultures, we proud to be the most diverse and globally connected sport within the Australian sporting landscape.

Football Australia's purpose is to *'bring communities together through football - connecting Australia to the world'* while having a vision to *'be a leading football nation where everyone is inspired to live and love the game'*.

To achieve this, we live by our company values which are:

- 1. Welcome:** Open doors, open minds, open hearts – One Game for All
- 2. Ready:** Always ready, Always ahead
- 3. Connect:** Together, united
- 4. Excel:** Our best, every day in every way

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## 5. **Protect:** Guarding the game, Securing the future

### BACKGROUND & PURPOSE OF THE ROLE

- Football Australia is midway through a back-office transformation, and this role has been identified as a critical role in supporting this change.
- This role will take responsibility for the financial management of the recently launched PlayFootball 2.0 a centralized registration platform, which automatically distributes payments to Member federations, Associations and Clubs.

### ROLE RESPONSIBILITIES

- Provide strategic financial leadership and financial risk oversight across the organisation.
- Ensure compliance with all relevant accounting standards, taxation, and regulatory requirements.
- Prepare monthly, quarterly, and annual financial reports, including Board-level analysis and commentary.
- Partner with business unit leaders to support financial planning and decision-making.
- Develop and maintain internal control frameworks and financial systems to ensure integrity and efficiency.
- Own the financial operations and governance of PlayFootball 2.0, a national, centralised registration and payment distribution platform.
- Monitor and reconcile funds flowing through PlayFootball 2.0 to ensure timely, accurate and transparent distribution to Member Federations, Associations and Clubs.
- Lead process improvements and policy updates related to PlayFootball 2.0's finance workflows, including refunds, dispute resolution, and cash flow tracking.
- Liaise with system developers and product managers to ensure financial functionality of PlayFootball 2.0 supports compliance, transparency, and user experience.

### ROLE OUTCOMES/ DELIVERABLES

- Strengthened financial controls and reduced financial risk across the organisation.
- Clear, auditable financial reconciliation of PlayFootball 2.0 transactions with transparent reporting to stakeholders.
- Reduced refund processing times and improved customer satisfaction with financial queries.
- Financial processes and documentation related to PlayFootball 2.0 kept up to date, efficient and easily auditable.
- Improved automation, reporting and data analytics from the PlayFootball platform to support executive and Board oversight.
- High stakeholder confidence in the financial management of PlayFootball 2.0, demonstrated through engagement and feedback.
- Timely delivery of all financial statements and reports with a high level of accuracy and compliance.
- Costs are managed within budget

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## MAJOR INTERACTIONS

- Finance team members
- Digital team – including PlayFootball Product owner
- Member federations
- External Suppliers related to PlayFootball

## KNOWLEDGE, SKILLS, AND EXPERIENCE

<b>Essential</b>	<ul style="list-style-type: none"> <li>• 7-10 years in senior finance roles including process improvement</li> <li>• Strong technical knowledge of accounting standards, audit requirements and financial governance</li> <li>• Experience overseeing financial workstreams within digital platforms or large-scale transactional systems</li> <li>• Ability to interpret platform data, ensure transactional integrity, and liaise with system developers on financial workflows.</li> <li>• Demonstrated ability to identify financial risks and implement control or mitigation strategies.</li> <li>• Track record of driving process improvement, especially in digital payment or registration systems.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience in payment platforms</li> <li>• Experience in automating reconciliation processes</li> </ul>

## QUALIFICATIONS

<b>Essential</b>	<ul style="list-style-type: none"> <li>• CPA or CA accreditation of equivalent</li> </ul>
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## UNIQUE CRITERIA

The following selected items identify the requirements of the role

- ☒ Out of hours and weekend work
- ☐ Intra and/ or Interstate travel
- ☐ International Travel
- ☐ Significant periods of work away from home
- ☐ Significant Responsibilities – This does not contain a comprehensive listing of responsibilities, activities and duties that are required of the incumbent. These may change from time to time at the discretion and needs of the manager/organisation

## ADDITIONAL REQUIREMENTS

To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role

- ☒ National Police Check
- ☒ International Criminal History Record for each country (other than Australia) in which you have resided for 12 months or more in the last 10 years (if applicable)
- ☒ Full working rights in Australia

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| <p><input checked="" type="checkbox"/> Working with children check (paid/ employee) or state- based equivalent</p> <p><input type="checkbox"/> Working with children check (volunteer) or state- based equivalent (volunteer roles only)</p> |
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