
Position Description

Position:	Head of Finance & Corporate Resources
Team:	Finance & Corporate Resources
Location:	Sydney / Thirlmere – with occasional travel to other sites
Date:	October 2025

Primary Purpose

Transport Heritage NSW's (THNSW's) Head of Finance & Corporate Resources (Head of F&CR) role is a broad multi-faceted role that works across all areas of the organisation, leading the provision of vital core financial, ICT, strategy, business risk management, annual business planning, budgeting, performance management and reporting; supporting overall organisational governance including THNSW contracted arrangements with the NSW Government; as well as providing advice and support to ensure the ongoing sustainability, effectiveness and efficiency of THNSW's business activities.

Key to the success of this role will be a strong general management background at a senior level including strong financial and business performance management, coupled with the ability to develop strong, positive working relationships at all levels both internally and externally to THNSW. This is a 'hands on' role that requires effective people leadership; the ability to operate with a high degree of autonomy; excellent organisational and administrative skills with an eye for detail and the ability to manage competing deadlines; highly advanced ability to consolidate large amounts of information from disparate sources; resolve problems quickly and positively; proactive customer service attitude; excellent interpersonal and influencing skills; and commitment to uphold the highest ethical standards. A strong 'safety first, but can do' attitude is essential.

Organisational Environment

Transport Heritage NSW Ltd (THNSW) is a not-for-profit, registered charity, member and volunteer-based company limited by guarantee, principally funded by the NSW Government.

THNSW is committed to delivering and continuously improving heritage transport experiences, events, attractions and asset management across NSW, proudly fostering our specialty in collecting, preserving and presenting rail transport heritage.

THNSW operates the NSW Rail Museum at Thirlmere and the Valley Heights Locomotive Depot Heritage Museum in the Blue Mountains, as well as offering heritage passenger rail experiences on its Thirlmere Heritage Railway (Loop Line) as part of the NSW Rail Museum, as well as throughout NSW and Australia.

THNSW requires adaptable, resourceful and flexible people with a desire to be part of this growing, dynamic and customer-focused organisation. THNSW has a core team of paid staff roles and active and growing volunteer base, along with its passionate membership base.

Key Responsibilities

The Head of F&CR is integral to the overall success of THNSW through its key achievements and responsibilities including as a:

- **Leader** – strategic, financial and people
 - Lead the annual business planning, budgeting, forecasting and performance monitoring processes.
 - Provide guidance, advice, high-level financial reporting and feasibility analyses to inform strategic decision-making aligned to the effectiveness, efficiency and continued sustainability of THNSW.
 - Lead and develop the Finance & Corporate Resources team, fostering a culture of professionalism, flexibility and adaptability whilst always maintaining compliance and ethical standards, customer service, continuous improvement, and 'can do'.

- **Champion** – governance, audit and compliance –
 - Uphold THNSW's obligations under its heritage asset custody and funding arrangements with the NSW Government, ATO, ACNC, and all grant or other funding agreements.
 - Lead the annual external financial auditing process, deliver clean annual audits in partnership with external auditors.
 - Prepare and present finance and corporate performance reporting internally for the THNSW Board, the Finance, Risk & Audit Subcommittee, the CEO and the Senior Management Team, as well as externally for NSW Government Key Stakeholders such as Transport for NSW (TfNSW), the Transport Asset Manager of NSW (TAM).
- **Enabler** – corporate resources and services –
 - Oversee insurance, legal services, procurement, financial activities including accounts payable and receivable, payroll, ICT managed services and systems.
 - Lead THNSW overall business risk management framework, and in particular owning THNSW's financial controls including reconciliations, fraud prevention and reporting.
 - Lead the development and implementation of fit-for-purpose financial and other business management policies, procedures and systems.
- **Partner** – across boundaries –
 - With other business areas, working alongside other Senior Management Team members to create and lead a positive and engaged culture that reflects and celebrates THNSW's mission, vision and values.
 - Lead and/or support the development and implementation of successful strategies, programs and initiatives aligned to THNSW's strategic directions and business objectives, and that deliver sought outcomes and results.
 - Play a key role in leading THNSW's engagement and growing collaborative relationships with its key external stakeholders such as TfNSW and TAM for the effective management of its contracted and funding arrangements with the NSW Government, as well as for the long-term benefit of THNSW.
- Other reasonable duties as required.

Key Role Dimensions

The Head of F&CR reports directly to the CEO, and is a member of a small, dynamic and focused Senior Management Team that works across all areas of THNSW's organisation.

The Head of F&CR leads and manages the activities of the Finance & Corporate Resources Team which comprises of direct employee reporting roles, volunteers from time to time for specific initiatives and projects, as well as expert third party contracted providers for specific corporate support functions (including ICT) and/or deliverables from time to time. The Head of F&CR may also establish and lead small, focussed working groups for specific projects and activities as required.

The Head of F&CR will work and communicate closely with all of the CEO, Senior Management Team, and all functional areas across the organisation.

The Head of F&CR role can be based primarily at our Sydney Head Office with regular travel to the NSW Rail Museum in Thirlmere or vice versa. Occasional travel will also be required to other THNSW Heritage Sites and other organisations from time to time.

This role is based primarily in an office environment, however will also require visits to non-standard workplaces and from time-to-time working on weekends, early starts and late finishes, subject to events and activities.

Key Accountabilities

1. **Safety** – lead, promote and adhere to THNSW's approach to safety and environment and ensure activities comply with the System Requirements, Safety Responsibilities, Authorities and Accountabilities within the Safety Management System (SMS).
2. **Ethics and Probity** – understand, lead and model the highest standards of ethical behaviour and business practices, ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with THNSW's core values and THNSW's Code of Conduct.
3. **Teamwork** – work cooperatively and collaboratively with others, respecting diversity and differences, to set goals, resolve problems and build THNSW's capabilities and effectiveness; be able to work both autonomously or in any team role; model positive leadership and teamwork.
4. **Relationship Building** – establish and maintain strong positive working relationships with others, both internally and externally, to achieve the goals of THNSW. Facilitate the building of strong positive working relationships between others.

5. **Customer Service** – anticipate, understand and respond to the needs of internal and external customers to meet or exceed their expectations within the organisation's parameters; work closely with all Business Areas to understand support activities required to successfully deliver THNSW's activities.
6. **Learning & Development** – actively engage in learning and self-development; support the developing of skills, capabilities and competencies of the workforce to assist with THNSW operations and build the organisations capabilities.
7. **Creativity, Innovation & Improvement** – actively look for ways to identify and develop new and unique ways to improve THNSW's processes, systems, operations and delivery practices, lead and model a continuous improvement ethic, contribute to THNSW's efficiency and effectiveness as a professional organisation.

Selection Criteria

1. Relevant tertiary qualifications in Accounting, Finance, Business or equivalent.
2. At least five (5) years' demonstrated experience in a similar role or at a senior management-level in financial management, corporate services, or in a general management role managing a diverse range of support and/or operational functions, ideally in a complex organisation (\$10m+ turnover).
3. Proven experience in leading annual business planning activities and developing annual business plans and budgets that encapsulate key objectives and targets aligned to strategic objectives, priorities, risk appetite and resourcing.
4. Proven ability to prepare and present financial and corporate performance reporting at Board-level, as well as the proven ability develop and write high-quality business cases, funding submissions, policies and other documentation to the highest standards of accuracy, quality and presentation of information to different specific target audiences, including external and internal key stakeholder groups, and at all levels.
5. Demonstrated experience in managing internally resourced corporate support functions such as procurement, accounts payable/receivable, payroll, as well as external third-party contractors such ICT managed services.
6. Proven ability to think strategically, and lead and/or support the development and implementation of successful strategies, programs and initiatives that are aligned to stated business objectives and needs, and that deliver agreed outcomes and results.
7. Excellent leadership, interpersonal and communications skills, coupled with highly developed stakeholder management skills, with a natural ability to liaise, influence, mediate, counsel and deal tactfully and effectively across a variety of people and groups.
8. Highly organised with demonstrated initiative, ability to work both autonomously and as part of a leadership team, proven flexible and adaptive problem-solving skills with the ability to break down complex issues, requirements and/or data to develop pragmatic workable solutions and recommendations, proven time management and ability to prioritise tasks and workload for both self and others, and meet deadlines, proven attention to detail, experience in leading and managing others.
9. Must hold and continue to hold a current motor vehicle Driver's Licence; and have the ability to successfully complete any Police or other required checks relevant to THNSW's operating context with volunteers, youth, children and the public.

The following selection criteria are not essential, however highly desirable and would be an advantage:

1. Master's degree in Business or other field, or membership of a relevant professional body such as CPA, ICAA
2. Experience in asset management, such as Property & Facilities Management
3. Experience in Change Management programs or initiatives
4. Experience in working with a large Government Agency or applied knowledge or understanding of Government requirements, particularly financial and other performance reporting.
5. Experience in working with not-for-profit, membership and/or volunteer-based organisations.
6. Experience or awareness of the requirements of working in, and an enthusiasm for, heritage, cultural tourism, regional attraction management sectors, not-for-profit organisation environments.