

Position Description: Financial Systems and Audit Readiness Advisor

Assignment number: PAU011358

Partner organisation name: My Community Heroes Inc.
(Not-for-profit entity of My Hero Disability Services)

Partner organisation location: Hervey Bay, QLD

Key dates: June – July 2026
Start date is flexible based on volunteer's availability. Project needs to be completed by end of July 2026.

Assignment time commitment: Approximately 15 hours total.

Assignment mode/location: Online

About the Resilient Care Program:

Resilient CARE is a three-year, place-based program working across five Queensland LGAs (Rockhampton, Livingstone, Bundaberg, Fraser Coast and Gladstone) to strengthen community and primary healthcare resilience to disasters and climate impacts. The program supports better preparedness, response and recovery by improving integration across local health systems and increasing participation of those most at risk, including people with disability, older people, First Nations communities, culturally and linguistically diverse communities, and women experiencing domestic violence. ABV's skilled business volunteers support local, community-led action by building the resilience of primary healthcare providers, local health systems, not-for-profit organisations and communities. Our volunteers work directly with community partners to strengthen local systems and structures and build local capacity to embed disaster resilience in community and health services.

Purpose of the Role:

The Financial Systems and Audit Readiness Volunteer will support My Community Heroes Inc. to strengthen its financial management capability, improve financial systems and processes, and build audit readiness to position the organisation for future grant and funding opportunities. The role will help the organisation establish practical, fit-for-purpose financial practices that enhance transparency, accountability and long-term sustainability.

Working alongside the Treasurer and key stakeholders, the advisor will provide guidance on developing audit-ready financial statements, implementing low-cost financial management systems, and building internal capability to maintain effective financial reporting. This support will enable My Community Heroes Inc. to strengthen its governance and financial resilience, helping to secure

funding needed to sustain and grow festABLE—an inclusive community event that celebrates diversity, connects people living with disability to services and supports, and strengthens community participation and resilience across the Fraser Coast.

By improving financial readiness and funding confidence, the assignment will contribute to the ongoing success of festABLE and support My Community Heroes Inc. to continue creating accessible, welcoming opportunities for people with disability, their families, carers and the broader community.

Selection Criteria:

- Registration as a Company Auditor or equivalent relevant auditing/financial assurance expertise
- Experience working with small not-for-profits or community organisations
- Ability to design practical, low-cost financial systems
- Strong communication skills and the ability to build capability in others
- Sensitivity and respect when working with people with lived experience of disability

Prerequisites for undertaking volunteering assignments:

- To register with ABV (if not already registered):
 - ✓ At least 5 years relevant professional experience
 - ✓ You must be an Australian citizen or Australian permanent resident residing in Australia. Australian Citizens residing overseas may be considered on a case by case basis.
 - ✓ Willingness to complete a police check and Working With Children Check
 - ✓ Willingness to be interviewed and have references checked
- Once you have passed registration phase:
 - ✓ Willingness to interview for the role with ABV program staff
 - ✓ Acceptable police check and Working with Children Check before commencement
 - ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
 - ✓ Medical check (external and ABV), compliance with all travel, entry and in-country requirements (where required).
 - ✓ You are expected to abide by any COVID regulations of the destination country or the partner organisation with whom you may work. These regulations will be made known to you.

How to Apply:

Please refer to this page on the ABV website for role closing dates: [ABV Open Assignments](#)

Please submit your expression of Interest to volunteers@abv.org.au confirming the following:

- The Role name and Assignment Number
- Confirmation that you are a registered volunteer with ABV **or** are willing to go through ABV's screening process to become a registered volunteer.
- **If you are a Registered Volunteer** - send a short paragraph outlining your relevant experience against each selection criteria.
- **If you are not a Registered Volunteer** – send your CV with a short paragraph outlining your relevant experience against each selection criteria.
- If there are any special considerations, we would need to make for you.

What will happen next?

- ABV will review all applications as they are received.
- Shortlisted candidates will be sent a Terms of Reference (ToR) document (Assignment Description).
- Candidates will be advised whether they are shortlisted for interview.

ABV is an equal opportunity employer and Aboriginal & Torres Strait Islander peoples, people from culturally & linguistically diverse (CALD) backgrounds are encouraged to apply for this position.