



QUEENSLAND TOUCH FOOTBALL POSITION DESCRIPTION

Position:	Finance Officer	Department:	Business & Finance
Location:	Milton Office, Brisbane	Position Type:	Part Time (15-20 hours)
Reports to:	Business & Finance Manager	Direct reports:	NA
Remuneration:	Salary + Super. Dependent upon skill level and experience.	Start Date:	February 2026
Internal Stakeholders:	Chief Executive Officer Commercial Manager Sport Operations Manager Regional Operations / Manager(s) Marketing & Comms Manager Events Manager Pathways & Performance Manager Game Development Manager/Staff	External Stakeholders:	QTF Affiliates QTF Regions Schools Coach, Referees, Players Commercial Partners State/Local Government Touch Football Australia

ORGANISATION OVERVIEW

Queensland Touch Football (QTF) is a member organisation of Touch Football Australia (TFA) and benefits from strategic partnerships with both the National Rugby League (NRL) and Queensland Rugby League (QRL).

Touch Football is one of Queensland's most popular participation sports, with over 185,000 participants engaging in the sport annually through affiliates and school competitions and events, from Thursday Island and Weipa, Mt Isa to Rockhampton, Roma to South Tweed.

QTF governs six regions and 79 affiliated associations across Queensland and is responsible for the leadership and management of competitions, representative pathways, events, game development and participation. Leading QTF is a seven-member Board of Directors and a Chief Executive Officer who are responsible for the development, implementation, and achievement of the sport's Strategic Plan.

Queensland Touch Football has a vision to Unite, Inspire and Grow touch football through our key strategic pillars, aligned with our why, how and values.

Our Vision: Unite, Inspire and Grow

Our Why: We strive in all we do to provide fun, memorable, and inclusive experiences through Touch Football.

Our How: We do this is by providing pathways and structures that aim to unite, inspire, and grow the sport of Touch Football through all the communities we service.

Our Values: Forward Thinking | Stronger Together | Leading with Humility | Passionately Proud | Fostering Fun

POSITION OVERVIEW

Reporting directly to the Business and Finance Manager, the Finance Officer will process the financial activities of Queensland Touch Football and its managed businesses.

The Finance Officer will be responsible for accounts receivable and accounts payable, as well as various clerical and administrative functions, and will be pivotal in ensuring accurate financial records are maintained.

The Finance Officer will contribute to the overall success of Queensland Touch Football by effectively managing administrative, financial and management accounting services including records, information systems and administration.

U N I T E . I N S P I R E . G R O W .



KEY ACCOUNTABILITIES

Finances & Office Administration

- Manage accounts receivable and payables; including debt collection
- Manage banking and report on financial projections (e.g. cash flow)
- Reconcile monthly general ledger balances, invoices and credit card statements
- Maintain all financial records and files as per the company policies
- Assist QTF and Regional Managers in setting and managing budgets
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues.
- Manage all bill payments and customer invoicing as per the deadlines
- Streamline and document processes and procedures for improving operational efficiency of finance, administration, information technology systems, reporting and budgeting systems.
- Support the annual financial audit processes through the preparation of standard reports as well as other custom reports as requested.
- Oversight of all staff travel bookings, including reconciliation of all travel payments

General Duties

- Support QTF at events, conferences and meetings where required.
- Attend to all incoming correspondence in a timely and professional manner
- Preparation of reports and submissions as required by Business & Finance Manager and CEO.

BUILDING AND MAINTAINING KEY RELATIONSHIPS

- Maintain high level and effective communications with management key staff and stakeholders.
- Develop strong professional networks with vendors and service providers
- Develop a thorough understanding of key customer needs and requirements

CULTURAL FIT

- Support to the business through collaboration and engagement and delivery of QTF priorities and initiatives.
- Promote Touch Football internally and externally by upholding all organisational values.
- Display a high quality of personal appearance and conduct.
- Willingness to work within a specific budget, operational plans and strategic plans.

KEY SELECTION CRITERIA

Within the context of the role, applicants are requested to address the following Selection Criteria:

- Demonstrated strong interpersonal and communication skills and the capacity to develop and sustain productive relationships within and beyond a sporting organisation community.
- Proven ability to problem-solve through innovative thinking.
- Ability to manage multiple projects at a time and prioritise tasks to achieve agreed deadlines.
- A high level of accuracy working across multiple budgets and businesses.

Essential

- At least 5 years' experience in a large volume accounts team.
- Excellent analytical, data management and organization skills.
- A working knowledge of Excel, Xero and/or other accounting software and "add-ons".
- Ability to work autonomously with competence, integrity, efficiency and accuracy
- Strong communication and relationship skills.
- Ability to develop and maintain positive relationships with key stakeholders.

Benefits

- Flexible workplace
- Modern office in a central location
- Great team culture
- Staff training and development



COMMITMENT TO CHILD SAFETY

Queensland Touch Football is committed to the safety and wellbeing of all children and young people who participate in our sport and access our services. We support the rights of the child and will act at all times to ensure a child safe environment is maintained.

A current Blue Card is a minimum requirement for this position. All employees must comply with the current Blue Card/Working with Children Check requirements.

RIGHT TO WORK IN AUSTRALIA

To be considered for the position, applicants must have the legal right to work in Australia at the time of application and throughout the duration of employment.

HOURS OF WORK

The sports industry operates outside of traditional business hours, including weekends from time to time, and you must be willing and able to work when and where sport is taking place.

To acknowledge this commitment, we have a flexible approach to ensuring our people can balance family life and personal commitments alongside the demands of industry.

HOW TO APPLY

To be considered for this role, please submit a written letter of application addressing the Key Selection Criteria and your experience relating to the position description, along with your current CV via Seek.

For enquiries, please contact:

Tony Bryant
Business & Finance Manager
T. 7 3367 6255;
E. tony@qldtouch.com.au

Applications close 8th February 2026.

Please Note: Only shortlisted applicants will be contacted. We reserve the right to interview prospective applicants prior to the application closing date.