



BOWLS
QUEENSLAND

Head of Finance

Bowls Queensland

SPORTSPEOPLE
RECRUITMENT



- **Strategic role in a respected sporting body**
- **Key finance and governance leadership role**
- **High autonomy with real organisational impact**
- **Enoggera, Brisbane based**

About Bowls QLD

Bowls Queensland (BQ) is the peak governing body for lawn bowls in the state, overseeing more than 26,000 members across roughly 300 affiliated clubs. Established in 2005 through the merger of men's and women's associations, BQ manages state-level competitions, representative teams, and club development.

Supporting the delivery of the Queensland government's 10 year strategy designed to get more Queenslanders moving, more often, the overarching purpose of Bowls Queensland is to lead, encourage and support the Queensland bowls community to "do bowls differently", connecting more people to bowls, in more ways, more often!

This is an exciting time to join Bowls Queensland as it transitions into a new era. Following a comprehensive organisation review and appointment of a new Chief Executive Officer, BQ is focused on high-performance standards, commercial sustainability, and updated branding that best serves the bowls community throughout the state.

"We're seeking an experienced finance leader who thrives on autonomy and values being part of a small, collaborative team.

This role offers true work-life balance in a well-structured environment, with full ownership of the finance function and the trust to step in, roll up your sleeves, and make it your own."

Fletcher Dyson - CEO Bowls Queensland



Head of Finance

Reporting to the CEO, the Head of Finance is responsible for the financial management and membership administration functions of Bowls Queensland (BQ). This pivotal role safeguards the financial integrity, liquidity and compliance of the organisation in line with Australian Accounting Standards and all statutory obligations, while ensuring the effective operation of Bowlslink, the national membership management system.

Operating with a high degree of autonomy, accountability and discretion, the Head of Finance provides critical governance and operational continuity, supporting the CEO, Board and Committees with transparent, compliant and efficient processes and improvement initiatives that strengthen organisational effectiveness and governance maturity.

The Head of Finance will administer all day-to-day financial transactions (currently using MYOB) as well as budget preparation and oversight, monitoring accounts receivable, payroll and statutory obligations including PAYG, BAS and FBT. The position also leads the preparation of management and Board financial reports, liaises with external auditors, and completes grant acquittal reporting. Dependent upon the skills and background of the successful candidate, the role may also take on Company Secretary responsibilities.

As the Bowlslink Membership Administrator, this role is the primary point of contact for Bowlslink enquiries and will oversee the system to ensure the accuracy and integrity of membership data across districts, clubs and individual members throughout Queensland. Your ability to combine financial precision with responsive stakeholder service will be essential in this aspect of the role.

To be considered for this role you will have extensive demonstrated experience in financial management, accounting, governance and administration, ideally within a not-for-profit, sporting or membership-based environment. You will demonstrate strong knowledge of Australian Accounting Standards, cash flow management, reporting and audit processes, along with exceptional integrity, attention to detail and organisational capability. Tertiary qualifications in Commerce, Accounting, Business or CPA would be highly regarded, as would experience as a Company Secretary.

This role is ideal for someone who enjoys working independently while contributing to a small, collaborative team. It offers a true work-life balance in a well-paced environment, where you can take full ownership of the finance function, roll up your sleeves and get the job done.

This is an outstanding opportunity to take on a trusted, high-impact role supporting the ongoing success and governance excellence of Bowls Queensland.



Key Responsibilities

Financial Management & Control

- Maintain accurate and complete financial records in accordance with Australian Accounting Standards and BQ policies.
- Manage the organisation's accounting system (MYOB).
- Oversee day-to-day cash flow management to ensure sufficient liquidity to meet obligations as they fall due.
- Prepare the annual operating and cash flow budget in consultation with the CEO and senior management.
- Monitor and manage accounts receivable, including debt collection and minimisation of doubtful and bad debts.
- Manage payroll, PAYG, BAS, FBT and other statutory financial obligations as required.
- Prepare management and Board financial reports as required.
- Liaise with the appointed external auditor and ensure the timely preparation of all financial records.
- Ensure ASIC records are maintained and updated, including director changes and statutory filings.
- Prepare State Government and other grant acquittal reports in accordance with funding requirements.

Membership Administration (Bowslink)

- Act as membership administrator for Bowslink, the national membership management system used by all State and Territory associations.
- Maintain accurate membership records for districts, clubs and individual members.
- Provide frontline support to districts, clubs and members via phone and email regarding membership enquiries.

Governance, Electoral & Company Secretarial

- Prepare and distribute Directors' Handbooks.
- Manage the calling and processing of nominations for Board and Committee roles.
- Coordinate annual election processes in accordance with BQ By-Laws, including preparation and distribution of ballot papers.
- Act as Returning Officer, receiving, recording and preparing ballot papers for count and declaration of results.
- Communicate election outcomes to districts and clubs.
- Act as the Blue Card portal conduit person for BQ.
- Perform the role of Company Secretary, ensuring compliance with statutory and constitutional obligations (this is desirable).

Process Improvement & Organisational Support

- Develop, document and refine policies, procedures and workflow practices.
- Promote adoption of best-practice processes across the organisation.
- Maintain a comprehensive procedure manual for the role.

General & Strategic Duties

- Coordinate Council meetings, including issuing notices, compiling agendas, and distributing documentation.
- Manage club and district attire requests, including colour changes, designs and dress regulation compliance.
- Prepare and issue letters of support for clubs applying for grant funding.
- Participate in Board, management, strategy, education meetings and conferences as required.



Key Relationships

- Chief Executive Officer
- Board of Directors (President, Vice President, Director of Finance)
- Districts, Clubs and Individual Members
- Bowls Australia and State/Territory Associations
- Government Departments and Grant Bodies
- Insurers and External Service Providers

Hours of Work

This is a Full Time position. Due to the nature of the role and the sport industry, some evening and weekend work may be required from time to time to attend events and meetings such as the AGM.

Location and Travel

The position will be based at the Bowls Queensland office at Lot 10/72 Pickering Street, Enoggera, QLD.

Remuneration Guide

A market competitive executive remuneration package will be available to the successful candidate, negotiable depending upon skill level and experience. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

Candidates are invited to discuss their salary expectations with Sportspeople Recruitment prior to applying.

Selection Criteria

In addition to demonstrating **relevant experience across the core functional areas of responsibility identified in this Position Overview**, candidates applying for this role will require a range of personal and professional skills, including:

Essential

- Demonstrated extensive experience in financial management, accounting, governance and administration roles.
- Proven ability to manage organisational finances, cash flow, reporting, audit and compliance requirements.
- Strong knowledge of Australian Accounting Standards and not-for-profit governance obligations.
- High level of accuracy, integrity, discretion and attention to detail.
- Advanced organisational, communication and stakeholder management skills.

Desirable

- Degree in Commerce, Accounting, Business or related discipline or equivalent demonstrated professional experience.
- CPA or equivalent professional membership.
- Experience with MYOB or Xero accounting software.
- Experience with membership management systems, particularly Bowlslink.
- Experience as a Company Secretary.
- Experience in sporting, not-for-profit or membership-based organisations.

Residency and Immigration

Candidates must be an Australian Citizen / Permanent Resident or have unlimited working rights within Australia to be considered for this position.

Timelines

Final interviews and the appointment of the Head of Finance, Bowls Queensland are scheduled for March, 2026.

The successful candidate would be expected to commence duties as soon as possible, mindful of notice periods, holiday period and general availability.

Website & Social Media

For more information and news items on all facets of activities, services and programs, visit:

Bowls Queensland website: bowlsqld.org

Facebook: facebook.com/BowlsQLd

Instagram: instagram.com/bowlsqldofficial

YouTube: youtube.com/@bowlsqldofficial



Please apply now to avoid missing out!

Please note Sportspeople Recruitment will commence screening and interviewing for this role immediately.

If you are intending to apply, please do so now. We reserve the right to close the role as soon as sufficient merit applications are received.

Applications close:

11pm Sunday 8 March, 2026

Candidates must complete and submit the COMPULSORY **Sportspeople Recruitment**

Application Form at the time of applying. The form is available as a download at the Sportspeople Recruitment website listing for this role and contains questions against which we require your specific response prior to considering your application.

Sportspeople Recruitment prefers a 1-2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

Apply Now to

Your application should be sent electronically via the “apply now” link at the advertisement via sportspeoplerecruitment.com/jobs

Enquiries

In the first instance general enquiries should be directed to **Scott Oakhill** on **0408 258 337** or **FREECALL AU 1800 634 388** or or **+61 2 9555 5000** or via admin@sportspeoplerecruitment.com.

About Sportspeople Recruitment

The Head of Finance, Bowls Queensland search and recruitment process is being managed exclusively by **Sportspeople Recruitment**.

Sportspeople Recruitment is a leading executive search and recruitment firm servicing sport business. Celebrating 30 years in 2026 our curated Talent Network has been developed as a result of successfully filling thousands of roles across the A-Z of sport business employers.

We offer the most experienced Consultant team in the market available to assist with executive search, general recruitment, hiring strategy, remuneration planning and executive/Board advice.

We are delighted to have been appointed by Bowls Queensland as the exclusive search partner for the Head of Finance position.

Australian owned - globally connected - since 1996

Merit Recruitment

Don't meet every single requirement? Studies have shown women and minority groups are less likely to apply for jobs unless they meet every single qualification. **Sportspeople Recruitment has a reputation as a leader in merit recruitment.** Everything we do has a focus on presenting the best candidates to our client Employer whilst maintaining a commitment to do what we can to address the imbalance of under-represented groups in leadership positions.

If you believe you have what it takes to perform this job but don't tick off every single qualification and experience we've listed, we encourage you to focus on the strengths, experience, qualifications and soft-skills you do have as the reasons you should apply. [Believe in yourself](#) and if still in doubt call our Consultant for a quick chat or simply apply. Without an application we can't consider you and we'll never consider your application a waste of our time.

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