

## TERMS OF REFERENCE

<b>1. Position Title:</b>	<b>Finance Support Consultant</b>
<b>2. Time Commitment:</b>	<p>2-4 hours per week; over 7 weeks</p> <p>The Consultant must commence the Services no later than 26 January 2026</p> <p>The Consultant must complete the Services by 27 March 2026.</p>
<b>3. Budget:</b>	Pro-bono
<b>4. Location:</b>	Victoria, Australia
<b>5. Reporting To:</b>	Director of PFO
<b>6. CONSULTANCY BACKGROUND</b>	
<p>At the beginning of 2025, IWDA's Finance team completed a substantial piece of work reviewing IWDA's Delegation Matrix, aiming to simplify the document used by stakeholders for key decision-making items and execution of tasks within the organisation.</p> <p>IWDA is now looking to complete a secondary piece of work which focuses on the formatting of the Delegation Matrix, aiming for the redesign to further simplify and create a more intuitive and user-friendly document.</p> <p>In addition to updating the format of the Delegation Matrix, there is a requirement to review the content to ensure the items are current and accurately cover the key decision-making items and execution of tasks.</p> <p>IWDA is seeking external support to work alongside our finance team to create an internal controls process that is intuitive, easy to follow and can be adopted by teams before the end of FY25</p>	
<b>7. CONSULTANCY OBJECTIVES</b>	
<p>The objectives of this work are to:</p> <ul style="list-style-type: none"> <li>• Meet with key IWDA stakeholders to establish the gaps, review the format of IWDA's Delegation Matrix and redesign the document so that it is simplified, intuitive and user-friendly for users</li> <li>• Identify bottlenecks for approvals and consider if delegations can be adapted to streamline, make relevant recommendations</li> <li>• Review the content of IWDA's Delegation Matrix with key IWDA stakeholders to ensure items are complete, current and accurate</li> <li>• Consider approvals vs consultation/information and make recommendations</li> <li>• Update IWDA's Delegation Matrix based on the above outcomes so that it can be endorsed by IWDA's Executive Leadership Team (ELT) and sent to the Board for approval</li> </ul>	

## 8. DELIVERABLES TO BE PROVIDED

Deliverable	Timeframe / Dates (2026)	Audience
Review IWDA's current Delegation Matrix	2 hours over 1 week	IWDA Internal
Meet with IWDA key stakeholders and create a gap analysis  Meet with IWDA key stakeholders to review the content of the Delegation Matrix to ensure what is captured is complete, current and accurate	8 hours over 2 weeks	IWDA Internal
Update the Delegation Matrix to address gaps with support from the finance team	4 hours over 2 weeks	IWDA Internal
Present and receive endorsement on new document format from IWDAs key stakeholders	3 hours over 1 week	IWDA Internal
Update items in the Delegation Matrix and send to ELT and engage with ELT for endorsement	4 hours over 1 week	IWDA Internal

## 9. REQUIREMENTS

The individual should possess the following skills and experience:

### ESSENTIAL

- Strong understanding of corporate governance principles, including accountability, risk, and decision rights
- Ability to engage effectively with diverse stakeholders to surface gaps, pain points, and differing perspectives
- Confidence challenging existing practices constructively and diplomatically
- Demonstrated capability in redesigning complex governance documents to be clear, intuitive and user-friendly
- Ability to present complex information in a logical, accessible format for non-technical users
- Strong judgement in aligning delegations with organisational risk appetite and operational realities
- Experience identifying bottlenecks, inefficiencies, and duplication in approval pathways
- Ability to recommend practical, risk-aware improvements that balance efficiency with governance requirements

### DESIRABLE

- Demonstrated experience reviewing, designing or updating delegations of authority / delegation matrices
- Experience working with not-for-profit organisations
- Familiarity with regulatory or compliance-driven environments

#### 10. EXPRESSION OF INTEREST

Candidates are invited to submit expressions of interest via email, including a resume

Expressions of interest are required by **11.59pm Friday 16 January 2026** and should be sent to [jobs@iwda.org.au](mailto:jobs@iwda.org.au).

#### 13. Child Protection

If the consultancy will or is likely to result in contact with children, the consultant will be required to provide IWDA with a national police check. In rare instances where this is not possible, the consultant will need to complete and sign a statutory declaration.