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FINANCE MANAGER PROFILE: THE VICTORIA GOLF CLUB MELBOURNE, AUSTRALIA

THE FINANCE MANAGER OPPORTUNITY AT THE VICTORIA GOLF CLUB

The Finance Manager reports to the General Manager and is responsible for the financial stewardship, risk management, governance, compliance of The Victoria Golf Club. The role supports the General Manager with operational matters, and the Board in achieving the Club's strategic objectives, ensuring sound financial management, reporting accuracy and transparency.

ABOUT THE VICTORIA GOLF CLUB

Set on Melbourne's famed Sandbelt in Cheltenham, The Victoria Golf Club blends golden-age architecture with a modern tournament pedigree. Founded in 1903 and moved to its current site in 1927, the course consistently ranks in the top 20 in Australia and top 100 globally.

The Victoria Golf Club has hosted major championships, including The Australian Open further cementing its status as a world-class venue.

The Club continues to invest in course presentation, facilities and technology, ensuring members and guests enjoy one of the most authentic and immaculately maintained Sandbelt experiences in Australia.

Vision

The Victoria Golf Club will be a golfing haven for its members, where the course, facilities, and experiences are of the highest standard.

Mission Statement

The Victoria Golf Club is one of the world's leading golf clubs, with a strong focus on three key pillars:

Course – to present our championship course in the best possible condition through continual improvement while preserving the unique Sandbelt characteristics and design principles established by the original architects;

Club – to provide clubhouse facilities that reflect and retain the club's historic charm while delivering outstanding hospitality and service; and

Culture – to maintain a sustainable membership and ensure all members, guests, and visitors experience the club's renowned reputation for warmth, camaraderie, and inclusiveness.

THE VICTORIA GOLF CLUB BY THE NUMBERS

- 2025 Operating Income: Approximately AU\$6.29M
- Joining Fees: AU\$26,500
- Annual Subscription: AU\$7,200
- Number of Members: Approximately 1,297
- Club Software: SWIFTPOS, MicroPower
- Direct Reports: Accounts Payable and Payroll & Administrative Support
- No. of Staff: Approximately 45 FTE
- Number of Board Members: 9; 3-year terms
- Average age of members: 62
- Capital Projects Planned: Maintenance Facility; AU\$4.4M
- Number of Committees: 7

THE VICTORIA GOLF CLUB WEBSITE: www.victoriagolf.com.au

FINANCE MANAGER POSITION OVERVIEW

Reporting to the General Manager, the Finance Manager is the Club's financial steward- owning governance, risk, compliance, and transparent reporting across the organisation. The role partners closely with the Board (via the Treasurer and Finance, Audit & Risk Committee) and the management team to deliver accurate monthly accounts and insightful analysis, lead budgeting and forecasting, manage cash flow and banking, coordinate the annual audit, and uphold robust internal controls.

This is also a hands-on change leadership role that will guide the Club through a planned systems transition from Micropower to a contemporary, integrated accounting and club-management platform (e.g., Northstar or Xero), ensuring data integrity, cost effectiveness, and confident end-user adoption. A commercial, service-minded approach, high attention to detail, and an understanding of member-based operations are essential.

Key Responsibilities

Financial Management and Reporting

- Prepare monthly financial statements and management reports.
- Ensure general ledger reconciliations are performed at least monthly, particularly bank and subscription related accounts.
- Manage budgeting, forecasting, and cash flow processes.
- Monitor departmental KPIs and analyse variances.
- Manage the Club's banking arrangements.
- Manage the Club's leases and relationship with the vendors and financiers.
- Coordinate annual audits and liaise with auditors and advisors.
- Ensure compliance with AASB standards, GST, FBT, and superannuation.
- Lead the transition from Micropower to a modern accounting and club management platform (e.g., Northstar or Xero), ensuring data integrity, change management, and staff training are effectively managed. Act as subject matter expert on the system, managing the vendor relationship and ensuring any solution is cost-effective.

Governance and Risk Management

- Support the Board, the Treasurer, and the Finance, Audit & Risk Committee in governance compliance.
- Maintain and regularly review internal financial controls, the delegations of authority matrix, and risk registers.
- Ensure timely statutory reporting and production of the annual financial statements for inclusion in the annual report
- Manage the insurance of the Club and the annual insurance renewals.
- Prepare Board papers and maintain Club financial policies and procedures.

Operational and Project Leadership

- Provide leadership across Finance, Administration, HR, and IT systems.
- Support capital projects and procurement processes.
- Oversee financial feasibility and contract administration.
- Manage system integration and digital transformation initiatives.

Strategic Contribution

- Contribute to long-term financial and strategic planning.
- Develop a deep understanding of the Club's operations and departments, supporting the GM with decision support on key matters.
- Support initiatives such as the Future Fund and Maintenance Facility redevelopment.
- Benchmark Club performance against peer Sandbelt clubs.

CANDIDATE QUALIFICATIONS AND EXPERIENCE

- CPA or CA qualified (essential).

- Degree in Accounting, Commerce, or Business.
- Minimum 5 years' experience in financial management, ideally in hospitality or member-based organisations.
- Strong analytical, leadership, and communication skills.
- Understanding of governance principles and not-for-profit frameworks.
- Exposure to Golf Club operations and the capability to act as GM is essential.
- Demonstrated experience in financial management, budgeting, and reporting
- Experience in governance, risk, and compliance frameworks
- Proven leadership and team management in a member-based or hospitality environment
- Proficiency in accounting and club management systems
- Demonstrated ability to manage system transitions, including migrating from Micropower to contemporary accounting and club management platforms (e.g., Northstar or Xero)
- Strong written, verbal, and interpersonal communication skills

ATTRIBUTES

- Strategic thinker with hands-on operational capability.
- High attention to detail, integrity, and confidentiality.
- Collaborative team leader with strong interpersonal skills.
- Proactive problem-solver with a continuous improvement mindset.
- Alignment with the Club's values of excellence, respect, and tradition.

RENUMERATION AND BENEFITS

- Competitive salary commensurate with experience.
- Professional development and career progression opportunities.
- Supportive and respected workplace culture.

INSTRUCTIONS ON HOW TO APPLY

Please upload your CV and cover letter in that order using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. Please be sure your image is not present on your CV or cover letter; that should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to **Warwick Hill-Rennie, GM of The Victoria Golf Club**, and clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why VGC and the Melbourne area will be beneficial to you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible but no later than Friday 21st November 2025. Candidate selections will occur after this date, with the first Interviews expected in early December 2025 and the second interviews a short time later.

IMPORTANT: Save your CV and letter in the following manner:

"Last Name, First Name - CV" &

"Last Name, First Name - Cover Letter – Victoria GC - FM"

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

[Click here](#) to upload your CV and cover letter.

If you have any questions, please email Patty Sprankle: patty@kkandw.com, Tim Nelson: tim.nelson@kkandw.com or Emily McCarvill: emily.mccarvill@kkandw.com

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