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## POSITION DESCRIPTION

POSITION TITLE:	Finance and Administration Officer (Diocesan Development Fund)
SALARY SCALE:	Level 3
REPORTS TO:	Director Finance & Operations
FULL TIME EQUIVALENT:	Full-Time
HOURS PER WEEK:	Thirty-Seven and a Half Hours (37.5)
LOCATION:	Bendigo Victoria
AUTHORISED BY:	Business Manager

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### Primary Objectives

The Finance and Administration Officer is a dynamic role that provides a wide range of financial and administrative support to ensure the delivery of banking services via the Diocesan Development Fund (DDF) to the parishes, schools, and other catholic organisations across the Catholic Diocese of Sandhurst ("the Diocese").

### Major Accountabilities

The Finance and Administration Officer will:

- Assist/Manage the day-to-day activities of the DDF including:
  - Processing bank files and daily system roll over.
  - Cash flow management.
  - Processing loan & term investment applications, account authorities and direct debt requests.
  - Liaising with clients and banking providers to resolve queries.
- Assist with end of year audit processes and statutory reporting
- Assist with correspondence, preparation of documents, data collection and reports.
- Undertake other administration duties as directed by the Director of Finance and Operations.

### Organisational Environment

The mission of the Diocese is to proclaim the Reign of God and continue the mission of Jesus, under the direction and inspiration of the Holy Spirit. The values of peace, forgiveness, justice, love, and healing which Christ lived and modelled in his own ministry are the same values of the Diocesan community. The Diocese contributes to the life and mission of the Catholic community in Australia.

The Diocese is a child safe and equal employment opportunity employer. It has a zero- tolerance of any abuse to children; it encourages applications from Aboriginal and Torres Strait Islander peoples and people from culturally and/or linguistically diverse backgrounds.



## THE CATHOLIC DIOCESE OF SANDHURST

The Chancery is responsible for the support of the Bishop of Sandhurst, as well as the provision of administrative and financial support services to the Diocese.

Reporting to the Director of Finance and Operations, the Finance and Administration Officer is a key resource in enabling DDF to provide a range of banking services to the parishes, schools, and other catholic organisations across the Diocese, including:

- Deposit and Investment Products.
- Loan Products.
- Online Facilities.

### **Safety of Children and Vulnerable Adults**

- Ensure compliance with the Catholic Diocese of Sandhurst commitment to best practice in the care and safety of children and vulnerable adults.
- Every person involved in the Catholic Church has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- Understand the process for reporting allegations or concerns of possible abuse.

### **Risk and Occupational Health and Safety**

- Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task, or person specific or related to safety.
- Promote and implement occupational health and safety and risk mitigation processes within your workgroup.
- Comply with Diocesan occupational health and safety practices.
- Identify, report and where appropriate, action risks/hazards to eliminate or mitigate against the risk recurring.
- Participate in the consultative processes provided by the organisation.

### **Key Communications**

Effective communication with stakeholders is a key requirement for the role.

- **Director of Finance and Operations** - for direction of day-to-day operations
- **Chancery** – to ensure a coordinated approach to the efficient delivery of DDF financial, administrative and information technology services.
- **DDF Customers** – Input to the operational performance of the fund and maintaining compliance with the rules and regulations.
- **Schools** – a liaison point for both primary and secondary school administrators.
- **Priests** - Input to the management and financial accounting functions and compliance with the rules and regulations.
- **Parishes** – provide financial guidance and support to assist with the systems, operational and reporting requirements of parishes.
- **Funeral Directors** – assist with queries relating to the redemption of funeral bonds.



## **Accountability (Independence and Influence)**

The Finance and Administration Officer will make all decisions that fall within the established policies and procedures.

The Finance and Administration Officer will refer all decisions to the Director of Finance and Operations that are outside established policies and procedures and beyond the scope of the position

## **Job Environment**

The Finance and Administration Officer works within defined processes and standard procedures which are defined by professional standards and legislative compliance requirements.

## **Reasoning**

The Finance and Administration Officer works within clear rules and precedent, and policy guides the course of action. There is scope for analysis of alternatives in decision-making.

## **Challenges**

The Finance and Administration Officer will require excellent time management and organisational skills to provide financial services in a timely manner. They will be challenged to:

- complete all daily processes including reconciliation of client and general ledger transactions
- reconciliation of daily banking maintenance of float
- reconciliation of client deposit and investment accounts
- Maintain the required levels of accuracy and attention to detail (e.g., input of transactions into financial system, grammatical accuracy of written report, presentation of reports); and
- Prioritisation of workload and the need to multitask.

## **Knowledge, Skills, and Experience**

### **Essential**

- Post-secondary qualification in Business Administration, Accounting or Finance preferably at Certificate IV or above.
- At least 2 years' experience in a similar role.
- Good understanding of accounting principles including accrual accounting, reconciliations, general ledger journals and financial reporting.
- Well-developed communication skills with a wide range of people.
- Ability to work autonomously, effectively managing own workload without continual guidance.
- A high level of attention to detail, and
- Good time-management and self-organisation skills

### **Desirable**

- Experienced in general accounting
- Experience using banking software such as Ultracs



### **Position Impact**

The Finance and Administration Officer does not supervise other staff positions or directly control a budget.

### **Annual review**

The position and incumbent will subject to a formal annual performance review against key performance indicators and to establish future goals and objectives.

### **Criminal Screening and Working Rights**

The successful candidate **MUST** provide:

1. a current **Police Record Check**, and
2. **Working with Children Check**, and
3. hold **valid Australian working rights**.

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### **POSITION DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed, and fully understand the content of this position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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