



POSITION DESCRIPTION

POSITION TITLE:	Banking and Finance Officer
SALARY SCALE:	Level 3 (Diocesan Remuneration Scale)
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

Primary Objectives

The Banking and Finance 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 Schools, Parishes, and other Catholic organisations across the Catholic Diocese of Sandhurst (“the Diocese”).

Major Accountabilities

- Day to day administration of the DDF, including:
 - Daily processing and reconciliation of client and general ledger transactions.
 - Maintenance of daily cash flow requirements and reconciliation of daily float.
 - Reconciliation of client deposit and investment accounts.
 - Attend to client queries regarding investment/loan accounts.
 - Provide advice on service delivery options for DDF clients.
 - Client term investments including receipt of funds, maturity advice and subsequent actioning.
 - Client loan accounts including loading new loans, funding, setting up loan repayments.
 - Provide ongoing support to Schools and Parishes with banking, banking products, problem solving and external bank issues.
- Online banking through CDF Online, including:
 - Setting up new users and ongoing support as required.
 - Management of passwords and daily limits.
 - Setting up direct debits for clients.
- Transactional services between the DDF Clients and NAB, including:
 - Opening new accounts for Schools, Parishes, and Clergy.
 - Adding/deleting authorisers/signatories & completing certificates of identity as required.
 - Assisting with unidentified transactions, arranging traces and follow up with clients.
 - Assist with various NAB platforms including NABConnect & NABTransact.
 - Credit card applications for DDF clients.
- Assistance with facilitating special products, including:
 - CDF Pay.
 - Tap & Go.
- Other duties, including:
 - Provide bank confirmations for annual audits for DDF clients.
 - Assistance with the preparation of month-end reports.
 - Assistance with end of year financial audits.



THE CATHOLIC DIOCESE OF SANDHURST

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 DDF supports the works of the Church by providing funding for various educational, religious, and charitable activities across the Diocese. The DDF is part of a broader network of 28 other Catholic Development Funds which service the Catholic and wider communities across Australia and New Zealand.

The DDF acts as banker for the Diocese, including Primary and Secondary Schools, Clergy, Parishes, and other Catholic organisations. The DDF uses Ultracs client software which is the main financial management system used by a number of Credit Unions and Building Societies.

Safety of Children and Adults at Risk

- Ensure compliance with the Diocese's commitment to best practice in the care and safety of children and adults at risk.
- 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.

- **Fund Secretary (Business Manager)** – oversees the management of the DDF.
- **Director of Finance and Operations** – for direction of day-to-day operations.
- **National Australia Bank** – the DDF banking partner. The DDF is the liaison between the NAB and the DDF clients.
- **Chancery Finance Office** – to ensure a coordinated approach to the efficient delivery of DDF financial, administrative and information technology services.
- **Schools** – a liaison point for both primary and secondary school business managers and administration staff.
- **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.



THE CATHOLIC DIOCESE OF SANDHURST

Accountability (Independence and Influence)

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

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

Reasoning

The Banking and Finance 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 Banking and Finance 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

- Experience in the Finance industry. Ideally the successful applicant would have worked in a bank or non-bank financial institution.
- Customer service and client focus that includes significant communication and phone training support provided to clients.
- Integrity/confidentiality.
- Broad range of business administration skills.
- Experience with Microsoft 365, in particular Word and Excel.
- Strong organisational skills.
- Communication skills both written and verbal.
- Flexibility and management of workload.

Position Impact

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

Annual review

The position and incumbent will be 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**.



THE CATHOLIC DIOCESE OF SANDHURST

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 ____/____/____
