



POSITION DESCRIPTION

POSITION TITLE:	Senior Accountant (Finance)
SALARY SCALE:	Level 5
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 Senior Accountant is a dynamic role providing a wide range of financial and accounting expertise to the Catholic Diocese of Sandhurst ("the Diocese"). The Senior Accountant has responsibility to supervise & lead the Financial Operations Team to support the Director of Finance & Operations in fulfilling the Diocese's strategic financial objectives.

Major Accountabilities

The Senior Accountant will:

- Support and maintain the Diocese's finance and accounting functions including income and cash flow management, budgeting, forecasting, and reporting.
- Supervise and lead the Financial Operations Team
- Review, analyse and report on financial performance, budgets, forecasts, and other financial and performance metrics to provide input to financial reports.
- Develop and evolve insightful reporting and analysis, highlight risks and opportunities and present findings using data visualisation approaches via reporting system.
- Prepare financial reports & statements including written reports to the various Diocesan Committees.
- Assist with the delivery of key project initiatives for the Diocese including parish financial & census program, risk management and internal controls.
- Promote and support continuous improvement of the financial systems and processes including the internal audit function.
- Provide advice and guidance on accounting and risk related issues.
- Prepare business cases and develop new proposals on behalf of the Diocese.
- Input to the statutory reporting processes and lodgement of compliance information to external authorities.



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 with a zero-tolerance of any abuse in any form. It encourages applications from Aboriginal and Torres Strait Islander peoples and people from culturally and/or linguistically diverse backgrounds.

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.

The Senior Accountant is accountable to the Director of Finance and Operations for the key accountabilities of the position including oversight of the Financial Operations Team.

Safety of Children, Young People and Adults at Risk

- Ensure compliance with the Catholic Diocese of Sandhurst commitment to best practice in the care and safety of children, young people 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, young people and adults at risk 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.

The Diocesan Communication framework seeks to achieve a cooperative and cohesive working environment across the Diocese. As a representative of the Diocesan Senior Leadership Team the Senior Accountant's scope of communications extends to the following entities:



THE CATHOLIC DIOCESE OF SANDHURST

- **Director of Finance and Operations** - for guidance and direction relating to the strategic and operational imperatives and performance of the finance team.
- **Business Manager** – for overarching leadership and guidance regarding the key financial requirements and performance of the Diocese
- **Financial Operations Team** – provide effective communication, management and leadership to ensure a cohesive, cooperative and highly functional team.
- **Chancery** – to ensure a coordinated approach to the efficient delivery of financial, administrative and information technology services.
- **Diocesan Development Fund** – input to the operational performance of the fund and maintaining compliance with the rules and regulations.
- **Priests Retirement Foundation** - 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.
- **Aspire Cultural & Charitable Foundation** – Input to the management and financial accounting functions and compliance with the rules and regulations.

Accountability (Independence and Influence)

The Senior Accountant will make all decisions that fall within the established policies and procedures.

The Senior Accountant 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 Senior Accountant works within defined processes and standard procedures which are defined by professional standards and legislative compliance requirements.

Reasoning

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

- Adhere to individual and team deadlines (e.g. end of month reporting, project reports and milestones).
- 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 and management of individual and team workloads (competing needs and priorities).



Knowledge, Skills, and Experience

- An understanding of and willingness to work within the Catholic ethos.
- Degree qualified, together with CA/CPA qualification.
- Have at least 10 years' experience in a senior leadership position or the equivalent
- High level IT skills with exposure to Microsoft Office applications, financial accounting packages (i.e., MYOB, Xero) and management information systems (i.e., Business Objects)
- Proven experience in strategic planning and implementation to achieve organisational goals.
- Previous experience in managing teams – staff supervision, ability to delegate work, identify, nurture and develop team members to maximise output and achievement of goals.
- Ability to provide leadership.
- Excellent written, verbal communication and interpersonal skills, with a strong commitment to service.
- High level of accuracy and attention to detail.
- Excellent time management skills.

Position Impact

- The Senior Accountant is responsible for the supervision and financial budget of the Financial Operations Team (2 x Accountants and 1 x Finance Officer) as approved and will be expected to contribute to both the strategic direction and outcomes for the Chancery and Diocese.
- The Senior Accountant will be responsible for tracking and reporting on the financial aspects of projects as they progress such as expenses, cost savings, billing, and 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.

The Senior Accountant will also ensure that each member of the Financial Operations Team completes a formal annual performance review.

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**.



Selection Criteria / Key Requirements:

Your general responsibilities will include management of the Financial Operations Team and all aspects of financial reporting, financial management, management accounting, cash flow management, compliance, and various other accounting related duties. In addition, you will contribute a high-level of advice on management accounting matters to assist in enabling informed decision making across the Diocese of Sandhurst.

To be successful in this role, we are looking for someone who has:

- Effective, efficient, and accurate financial accountant experience
 - Demonstrated knowledge of Australian Accounting Standards, legislation, and the Not-for-Profit sector
 - Demonstrated initiative, enthusiasm, self-motivation, and drive.
 - The ability to prioritise and control workload (both as an individual and at a team level arising from a large and diverse client base).
 - Prior leadership / management exposure with the ability to manage, coach and mentor a team of staff.
 - Good interpersonal skills with the ability to communicate clearly and concisely both written and verbal.
 - Sound technical accounting knowledge with the ability to question and interpret results and seek answers that appropriately justify the results.
 - The ability to manage and direct a team to achieve organisational goals and objectives.
 - An understanding of and willingness to work within the Catholic ethos.
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