



Chief Financial Officer (CFO)

Reports to:	Executive Director, Kildare Ministries
Accountable to:	Trustees of Kildare Ministries
Direct Report:	Finance Manager
Employment type:	Full-time, 5-year contract
Location:	Albert Park, Victoria

Kildare Ministries

Kildare Ministries is inspired by the transformative vision of the Christian story and our rich Brigidine and Presentation traditions. We strive to build communities where all people are valued, where all creation is recognised as sacred and where hope, justice and courage are our hallmarks.

The Trustees of Kildare Ministries (TKM) hold civil and canonical responsibilities as the Catholic Church authority for ten schools and three community works previously the responsibility of the Brigidine Sisters Australia and the Presentation Sisters Victoria. They are entrusted with the heritage, traditions and the charisms of the Brigidine and Presentation Sisters and seek to ensure that these are stewarded purposefully and meaningfully into the future. The Trustees of Kildare Ministries exercise governance through incorporated Boards, including Kildare Education Ministries (KEM). The Office of the Trustees provides executive, administrative, financial and mission formation support to these governance structures.

Statement of Duties

Overview

The Chief Financial Officer (CFO) provides strategic leadership and oversight of financial governance, business operations, and financial enterprise risk and assurance frameworks across all Kildare Ministries entities.

As a member of the Mission and Ministry Team, the CFO integrates strong financial stewardship with the missional and values-based commitments of Kildare Ministries, ensuring that governance, compliance and accountability frameworks reflect our Vision, Mission and Values.

The CFO provides high-level advice to the Trustees, Executive Director and Boards to support the long-term sustainability, resilience and integrity of Kildare Ministries' financial and governance systems. In addition, the CFO serves as Company Secretary to the Trustees of Kildare Ministries, ensuring compliance with legal, regulatory and reporting obligations under relevant Australian legislation and charity governance standards.

The role encompasses five core areas of responsibility:

1. Strategic financial leadership and business advice to the Trustees of Kildare Ministries.
2. Strategic financial and compliance advice to the Kildare Education Ministries (KEM) Board that has governance of 7 schools.
3. Leadership of finance, risk and assurance functions within the Office of Kildare Ministries and capacity building across the entity.
4. Fulfilment of the Company Secretary responsibilities for the Trustees of Kildare Ministries.
5. Strategic stewardship of resources, property and assets.

In fulfilling their responsibilities, the CFO ensures that financial governance and decision-making are grounded in the principles of Missional Governance, as articulated in Kildare Ministries' Missional Governance Statement. This includes promoting governance practices shaped by justice, compassion, subsidiarity and the flourishing of the vulnerable, in alignment with the Vision, Mission, Values of Kildare Ministries and our Living Justice Living Peace Charter.

Key Responsibilities

1. Strategic Financial Leadership

- Ensure financial sustainability by developing and executing financial plans that secure long-term viability of Kildare Ministries
- Provide high-level financial and business advice to the Trustees, Executive Director and KEM Board to support informed decision-making.
- Provide financial management and financial reporting in the form of developing standardised reports and processes to provide assurance of obligatory requirements for Kildare Ministries and all of its entities.
- Oversee preparation of consolidated financial statements and analysis for presentation to governance bodies.
- Review and endorse budgets, forecasts and financial reports prepared by the Finance Manager, ensuring accuracy and strategic alignment.
- Set the agenda for the TKM Finance, Audit and Investment Committee, in consultation with the Chair, and prepare meeting papers and supporting documentation.
- Advise on investment, resource allocation and financial modelling to support mission and growth.

2. Governance, Risk and Assurance Oversight

- Lead and maintain robust frameworks for financial governance, internal controls, risk management and assurance.
- Work closely with the Risk and Assurance Manager to ensure consistency in risk-informed decision-making and compliance across ministries.
- Collaborate with the Risk and Assurance Manager to ensure enterprise risk management, business continuity, internal audit and insurance arrangements are integrated with financial governance frameworks.
- Ensure integration of financial and risk reporting to support governance decision-making.
- Promote a culture of transparency, ethical conduct and continuous improvement in governance and assurance practices.

3. Audit, Compliance and Statutory Accountability

- Oversee external and internal audit programs for Kildare Ministries and KEM, ensuring timely completion and implementation of recommendations.
- Liaise with auditors and regulators on behalf of the Trustees and Boards.
- Ensure compliance with all statutory and regulatory requirements, including those of the ACNC, ATO, ASIC, DET and WGEA.
- Oversee preparation and approval of consolidated financial statements, annual reports and compliance attestations.

- Ensure that all governance, financial and risk reporting is complete, accurate and submitted in accordance with required deadlines.
- Prepare the annual Modern Slavery Statement to fulfill the reporting obligations of the Trustees of Kildare Ministries under the Modern Slavery Act 2018.

4. Company Secretary – Trustees of Kildare Ministries

- Serve as Company Secretary to the Trustees of Kildare Ministries, ensuring compliance with all relevant corporate and legislative obligations.
- Ensure timely lodgement of all regulatory filings and annual returns.
- Provide governance advice to the Trustees and support the Executive Director in coordinating Trustee meetings.
- Ensure policies and procedures meet the governance standards required by the ACNC and relevant civil law.
- Liaise with the Co-Chairs and Executive Director to ensure the effective flow of information between the Trustees and their committees.

5. Leadership and Team Development

- Lead, mentor and support the Finance Manager fostering a strong collaborative partnership
- Build a strong collaborative partnership with the Risk and Assurance Manager, ensuring alignment between financial governance and enterprise risk functions.
- Support capacity building across ministries, particularly among Business Managers and governance committees.

6. Resource, Property and Asset Management

- Oversee compliance with the requirements of Canon Law in regard to stable patrimony and alienation.
- Provide strategic oversight of property, capital and asset management portfolios.
- Approve guidelines for capital development, asset renewal and building projects across ministries.
- Oversee procurement frameworks, ensuring ethical, sustainable and efficient use of resources.
- Ensure adequate insurance and WorkCover arrangements across all entities.

Key Working Relationships

- Executive Director, Trustees of Kildare Ministries
 - Executive Officer, Kildare Education Ministries
 - Chairs and members of TKM Finance, Audit & Risk, and Policy & Governance Committees
 - Chair of KEM Finance Committee
 - Finance Manager and Risk and Assurance Manager
 - Business Managers and Principals across schools
 - CEOs of community works
 - External auditors, regulators and consultants
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Characteristics, Skills and Qualifications

This is a senior leadership role requiring agility, strategic foresight and a deep understanding of governance, risk and finance within the education and not-for-profit sectors.

Essential:

- Commitment to the mission, values and Catholic ethos of Kildare Ministries.
- Tertiary qualification in Accounting, Finance or Business with CA, CPA or equivalent professional accreditation.
- Completion of the AICD Company Directors Course (or willingness to undertake).
- Significant senior leadership experience in financial governance, risk or corporate services, preferably within education or not-for-profit sectors.
- Strategic thinker with proven ability to develop and implement long-term financial and risk strategies.
- Strong understanding of company secretarial duties, compliance frameworks and board governance practices.
- Proven ability to lead and integrate multidisciplinary functions (finance, risk, compliance, property, procurement).
- Excellent communication and interpersonal skills with a demonstrated commitment to working collaboratively within a team and across the organisation and its external stakeholders.
- Current Working with Children Check, National Criminal History Check and Driver's Licence

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Salary and Conditions

To be advised.