

Chief Financial Officer

Candidate Briefing Information

March 2026



Role Overview

- Provide strategic financial advice and improve the financial position of the Catholic Diocese of Christchurch (CDOC)
- Responsible for the financial performance of the CDOC
- Christchurch based

The Catholic Diocese of Christchurch

The Diocese is a diverse place, with a wide variety of ministries, parishes, schools and other Catholic bodies across the majority of Canterbury and Westland, as well as the Chatham Islands. The Catholic Diocese of Christchurch is at an exciting time as it strengthens its future in the region and passionately works towards:

- A shift in focus from 'Maintenance to Mission' – growing, strengthening and proclaiming 'the good news of Jesus Christ, the Son of God' (Mk 1:1).
- The creation of the cathedral precinct with the construction of the new cathedral and a pastoral centre/community hub.
- Supporting three new parish church builds and one significant renovation.

About The Role

The CFO serves as a strategic partner, accountable for the CDC's financial and IT performance. The primary responsibility of the role is to safeguard and improve the financial position of the Diocese, enabling the achievement of its pastoral and property objectives. Furthermore, the CFO drives risk management and ensures an excellent standard of digital reporting.

Benefits

- Contribute to a faith-based organisation, making a real impact in our parish communities and the wider diocese.
- Join a passionate and committed team.
- Contribute to shaping the future of the Catholic Diocese of Christchurch through overseeing the building of several significant Churches and the building of a Cathedral.



The Organisation

Background

The Catholic Diocese of Christchurch was established in 1887. The Diocese of Christchurch is comprised of 18 parishes covering parts of the West Coast and Canterbury in the South Island of New Zealand as well as the Chatham Islands, the first place in the world to be touched by the sun each day.

Since 1887 the Diocese has had 11 bishops. Bishop Michael Gielen, the 11th Bishop of Christchurch, was appointed by Pope Francis in 2022, after having served as Auxiliary Bishop of Auckland.

The Diocese covers 51,780 square kilometres (or 20,000 square miles).

The Diocesan patron saint is St John the Baptist.

Vision

Under our shepherd, Bishop Michael Gielen, the Catholic Diocese of Christchurch seeks to grow a community of disciples of Jesus Christ, striving to strengthen and support our communities in holiness, on mission, proclaiming the Good News of Jesus Christ.

We fulfil this mission through our parishes, the education provided by our schools, and the good works of our social services and charities. We reach out far beyond our Church community.

Living the word of Jesus Christ, we seek to meaningfully contribute to the social fabric of Aotearoa New Zealand.





Parishes

Parishes are where the Church lives; the home of the Christian community. Parishes are communities of faith, of action and of hope, where the Gospel is proclaimed and celebrated.

The Catholic Diocese of Christchurch is comprised of 18 parishes serving the needs of people across Canterbury and the West Coast. The parishes reflect the multicultural and unique foundation of the Diocese. In addition to the celebration of the sacraments, our parishes also offer community programmes, parish ministries and faith formation.

Schools

Catholic education in the Diocese of Christchurch is provided by 28 primary schools and seven secondary schools.

These Catholic schools are embedded in the Church. They are the Church in action, an authentic expression of the Church's mission. They place an encounter with Jesus at the centre of Catholic education.

The Catholic school is not just another school, the equivalent of a state school with the addition of religious education. The Catholic school is an ecclesial entity, reflecting the "deepest nature" of the Church in its life, and participating fully in the Church's mission by forming Christ in the lives of others.

A New Cathedral

One of the key projects for the Diocese in the coming years will be the construction of a new cathedral precinct on the historic Barbadoes St site. In 2024, Bishop Michael concluded a period of community engagement that saw overwhelming support for building the cathedral at Barbadoes St, where the Catholic Church has had a presence for 160 years.

Bishop Michael also led a consultation process with the people of the Diocese to choose the name for the new cathedral. It will be called The Cathedral of the Blessed Sacrament, carrying forward the name associated with churches and cathedrals on the site since the 1860s.

Work is currently underway on the design of the cathedral precinct.



The Christchurch Catholic Diocesan Development Fund (CDF)

The Christchurch Catholic Diocesan Development Fund (CDF) is a charitable trust established in 1967. It is governed by a Board of Trustees and managed from the Diocesan Office.

The CDF offers members a range of investment and savings products (debt securities), as well as an opportunity to support the pastoral, educational and religious services of the Church.

The CDF's main aim is to assist the Church achieve its mission. Members' funds are used to enable diocesan and parish projects to be completed without our parishes, schools and diocesan groups having to borrow money commercially.

In addition the CDF's surplus is used to help the Diocese. The CDF helps the Diocese fund the Pastoral Plan, Catholic Social Services, the Catholic Education Office, the Youth Team, the National Seminary, the Prison and Hospital Chaplaincies and any other pastoral priorities that occur from time to time.

[Click here to access the Catholic Development Fund's 2025 annual report and financial statements.](#)



Further information on the Catholic Diocese of Christchurch can be found at:

Diocesan website: <https://cdoc.nz/>

Catholic Development Fund: www.cdf.org.nz



Position Description:

Chief Financial Officer

Reports to	Chief Operating Officer, Catholic Diocese of Christchurch (CDC)
Organisation	Catholic Diocese of Christchurch
Direct Reports (TBC)	<ul style="list-style-type: none">▪ Accountant▪ Systems Accountant▪ CDF Administrator▪ Payroll/AP Administrator▪ Receptionist▪ Attendance Dues Team Leader
Relationships	<ul style="list-style-type: none">▪ Bishop of Christchurch▪ Chief Operating Officer▪ Diocesan Finance Council▪ Clergy, other Diocesan related boards and committees▪ IT Providers▪ Property Development providers and advisors▪ Banks▪ Fund Managers▪ Auditors▪ Insurers and other suppliers
Asset Data:	Asset Size NZD approx. \$250 million

Position Purpose

The CFO serves as a strategic partner, accountable for the CDC's financial and IT performance. The primary responsibility of the role is to safeguard and improve the financial position of the Diocese, enabling the achievement of its pastoral and property objectives. Furthermore, the CFO drives risk management and ensures an excellent standard of digital reporting.

The CFO provides support to the Chief Operating Officer, Bishop of Christchurch, Diocesan Finance Council, Property and Development Manager, and the Capital Campaign Director (fundraising). The role provides strategic financial advice and works collaboratively to develop debt, investments, and funding models. These needs are complex in an asset-rich but cashflow-challenged organisation.

The CFO oversees a collaborative accounting team responsible for delivering compliant controls, systems, reports, and policies, as well as implementing strategic priorities defined by the Bishop, COO, and Finance Council.

Key Responsibilities

- a) To promote the mission of the Catholic Church;



- b) To provide strategic financial advice for Diocese asset health, financial growth, property developments, and management of financial risks
- c) To increase efficiencies through automation of routine accounting and reporting processes by adapting them to the growing influence of AI and other technologies
- d) Is accountable for all Diocese financial reporting, insurance, and compliance with statutory and audit regulations
- e) To work collaboratively with the Finance Council and other CDC board committees
- f) To lead and motivate the finance team in their collaborative delivery of outstanding customer service for the Diocese staff, parishes and schools

The CFO has broad accountability to provide:

- Strategic planning support for the COO and Finance Council
- Business planning and budget/forecast preparation
- Financial reporting, Charities Commission and statutory reporting
- Accounting for new property developments
- Audit preparation
- Cash management
- Cash-flow forecasting
- Financial risk reporting
- Insurance cover and management
- Financial investment reporting
- External financial institution management
- IT
- Parish-Education accounting support
- Oversight of the Endowment Fund (CDEF) and Catholic Development Fund (CDF).



Key Accountabilities

Leadership

- Articulates and role models behaviours and attitudes towards all people consistent with Catholic teachings, and the CDC mission, purpose, priorities, and staff values.
- Supports the finance and IT team with professional management and an ongoing commitment to team and individual success (inclusive of individual development planning).
- Decision making and strategic business advice is delivered professionally to support the Diocese financial wellbeing.

Planning, Policies and Systems

- Ensure the annual financial plan is implemented for all Diocesan entities
- Comprehensive financial management systems are maintained at all times
- Systems and processes aligned with best practice, which are compliant with Diocesan policies and delegated authorities
- Coordination of all budgetary inputs and draft budget delivered to the Audit Committee/Council/ Boards as per timetable
- Lead the development and ongoing assessment of the organisation's strategic financial objectives, both short and long term.
- Lead all aspects of the Diocese's digital and comprehensive financial management systems, including reviews and upgrades.
- Oversee finance service outsourcing
- Oversee financial and risk policies to meet the Finance Council and Audit/Risk Committee requirements
- Support the COO with other relevant policy management to cover operating and governance needs



Financial Information

- Oversee the preparation of all financial information
- Report high level and accurate financial results to the Audit and Risk Committee, Finance Council and other related boards and committees and provide a presentation update to the COO before each committee meeting
- Ensure Financial reporting is relevant, accurate, timely and aligned to the key requirements of the Committees/Boards and COO requirements
- Coordinate activities of the Audit and Investment committees including developing agendas and providing performance reports, projections and other risk information in a well-organised, accurate and timely fashion
- Ensure actions and resolutions for the Committees/Boards are implemented
- All annual reporting, regulatory and statutory requirements are completed to high standard within required reporting timeframes
- Completion of annual Charities report and coordination of the completion of Statement of Service Performance reporting for Diocesan reporting entities, incorporating the Catholic Diocese of Christchurch, CDEF & CDF, and Parishes
- Annual financial statements are completed for all Diocesan reporting entities in accordance with Diocesan requirements and applicable financial reporting standards and controls
- Manage all annual audits and ensure they are completed efficiently with unqualified audit opinion received for all entities. This includes special purpose audits as needed.
- Responsive, high quality financial support provided to all Diocesan clients including parishes, schools and various Diocesan entities
- Any other financial projects or tasks that arise from time to time

Operations

- Direct and oversee all aspects of the Finance and IT functions
- Manage processes for financial forecasting, budgets, and consolidated financial reporting
- Implement operational best practices and systems for accurate and relevant reporting, with regular review and monitoring
- Lead the team to work collectively to ensure all services are delivered effectively, in a timely and appropriate manner
- Oversee the effective management of a comprehensive budgetary framework encompassing budget compilation, performance reporting, forecasting, and risk (to plan) assessment.
- Actual performance is actively monitored against budget.
- Risks to budget identified and managed effectively, including consistent reforecasting



Funding

- Oversee cash balances, investment performance and cash flow
- Ensure prudent balance sheet management and provide opportunities to grow CDC's capital.
- Oversee the revenue collection of all Proprietors' levies, attendance dues, special character, and other relevant financial contributions
- CDF and CDEF operating and profitability levels are actively managed
- Manage Diocesan investments in accordance with the agreed investment strategy, policy, and directives set by the Investment Committee
- Find opportunities to enhance the CDC's cash and working capital position.

Risk Management

- Ensure that the Diocese complies with all legal and regulatory requirements
- Ensure that record keeping meets the requirements of the COO, Finance and Investment Councils, Auditors and government agencies
- Maintain relations with external auditors and investigate their findings and recommendations to address any tags
- Prepare and deliver the Risk Management Report for Finance Council
- Oversee appropriate insurance coverage for the Diocese
- Internal control environment reviewed with no audit issues raised

IT Management

- Lead innovative digital accounting technology for efficient reporting and compliance
- Lead relationships with external suppliers and contractors who deliver information technology and systems for CDC.
- Champion and lead the development and maintenance of IT systems that are fit for purpose



Property Portfolio Financial Support

- Provide financial input for capital allocation decisions, and optimise financial resources for Diocese property projects.
- Create financial models to assess the feasibility and profitability of project and Parish developments
- Provide financial advice on property projects and asset management.
- Support the Manager of Property and Development with funding models for all property development projects pre-construction and in the construction phase
- Review legal agreements, including any mortgages, loan documents, subordination agreements and guarantees as part of a financing and construction funding, subsidies, and any private debt
- Ensure funding drawdowns, project cost certifications and other specialized reporting for funders and local or central government agencies are completed accurately, on time and in compliance with funding covenants
- Maintain accountability for the accuracy of the asset register and depreciation records.

Health and Safety

As an employee you are responsible for taking care of your own health and safety, and for the health and safety of other persons who may be affected by your actions or non-action. Therefore you are responsible for:

- Comply with CDC's health and safety policies, procedures, rules, and guidelines in a safe and responsible manner that will not place at risk your own health and safety, or that of any other person in the workplace.
- Ensure your direct reports comply with the CDC's health and safety policies, procedures, rules and guidelines.
- Contribute when consulted on workplace health and safety responsibilities and policies, and provide feedback and suggestions to promote continuous improvement of health and safety procedures relating to CDC's work/environment
- Reporting all injuries, incident, and hazards to the appropriate person in a timely manner and report early any pain or discomfort.
- In the case of injury or illness, you will take an active role in treatment and rehabilitation plan, to ensure an "early and durable return to work"
- At all times demonstrate the best health and safety behaviour to support a positive health and safety culture.



Qualifications and Experience

Education & Qualification (essential)

- BCom in Accounting or Finance and membership of an appropriate associated professional body, CA /CPA, and evidence of ongoing learning

Experience (essential)

- 10+ years in financial leadership roles reporting to a Board of a multi-faceted organisation and/or a large not for profit organisation with significant assets
- At least five years' experience as a CFO or Director of Finance with both technical and management proficiency in operations of large and complex property development projects
- Demonstrated experience leading the business case assessment and implementation of financial IT systems and procedures (preferred)
- Proficient in the overall Microsoft Office suite of products, accounting software programs and network administration
- Demonstrated ability to lead the Finance and IT team training, development and succession plans.
- Demonstrated ability to prepare clear, accurate, well-organised written and financial reports and to communicate verbally in an effective and concise manner

Competencies and Personal Attributes

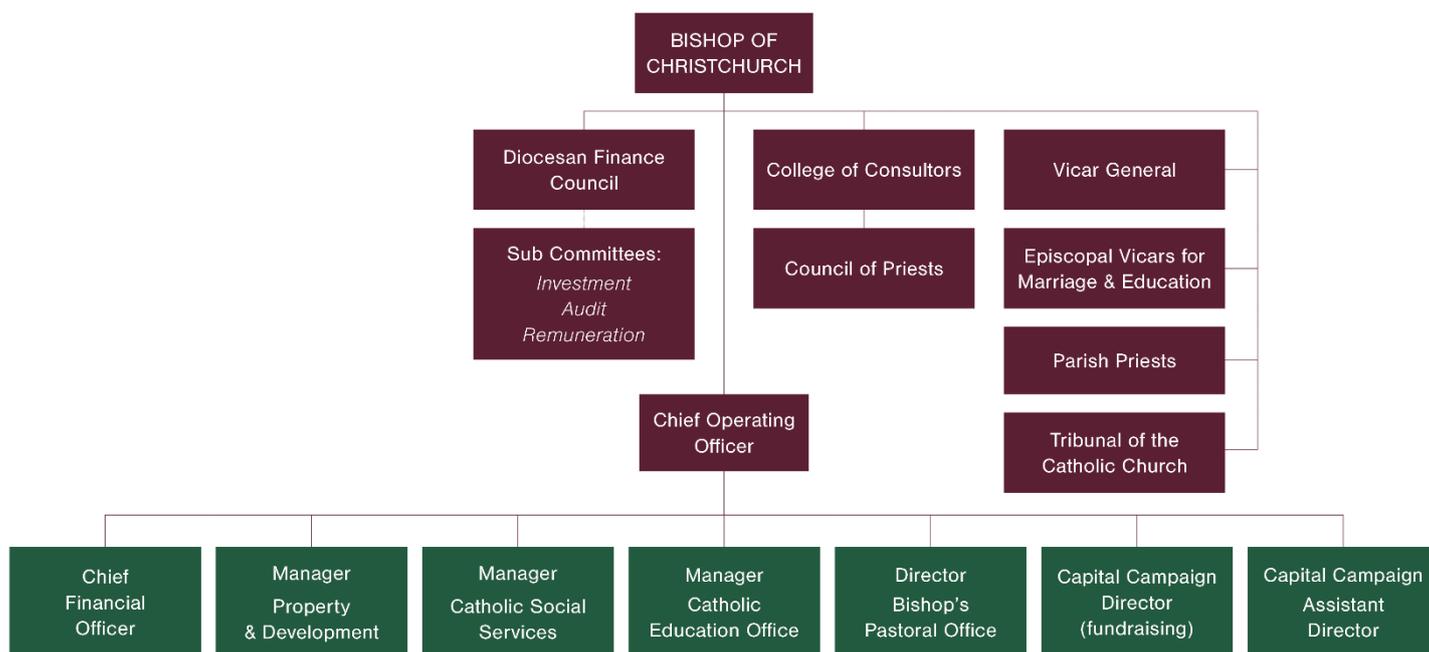
- A commitment to the vision, mission and values of the Roman Catholic Church
- Commitment to the CDC Cathedral project, parish and school community developments
- High level of integrity and dependability
- Compassionate, respectful and courageous interpersonal skills
- Strong organisational skills
- Competent in preparing and presenting complex information

Leadership skills

- Strong problem solving and creative skills and the ability to exercise sound judgement and make decisions based on accurate and timely analysis
- Highly developed communication skills and the ability to build strong internal and external relationships
- Use of collaborative and facilitative approach, and the flexibility to work with broad range of individuals with varied work styles
- Models a trusted and professional demeanour and willingness to cooperatively participate with colleagues supporting a mission-based organisation
- Ability to deal with ambiguity and maintain flexibility in an environment with frequently changing priorities by internal and external customers and stakeholders



Diocesan Organisation Chart

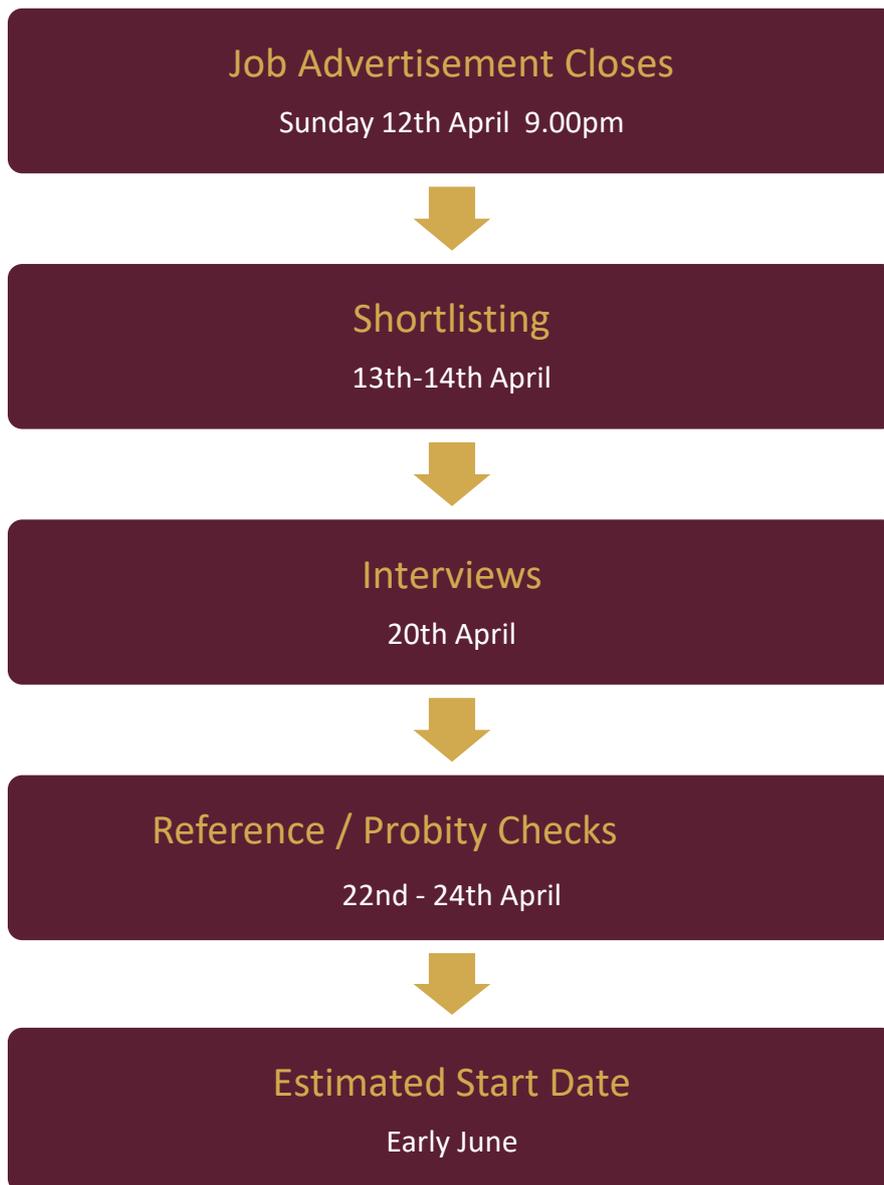


December 2025

Governance
 Senior Leadership Team (SLT)



Approximate Timeline





How to Apply

Candidates can apply, in strict confidence, online at applications@cdoc.nz

To apply by email, please attach your cover letter and CV and send to the above email address with Chief Financial Officer Job Application in the subject line.

Applications close on Sunday 12th April 9.00pm. Emails will be electronically acknowledged, and further correspondence may be by email.

For more information please phone Annette Pugh on 03 378 3647.