



POSITION DESCRIPTION

POSITION TITLE:	Chief Finance Officer (CFO)
REPORTS TO:	Bishop Of Sandhurst and Executive Director – Sandhurst Diocese
FULL TIME EQUIVALENT:	Full-Time (1.0)
LOCATION:	Bendigo, Victoria

Primary Objectives

The Chief Financial Officer (CFO) provides strategic and operational financial leadership to the Catholic Diocese of Sandhurst (CDOS), ensuring the effective stewardship, integrity, and sustainability of the Diocese's financial resources in support of its mission and responsibilities.

The CFO is accountable for the end-to-end oversight and optimisation of finance operations, including financial management, statutory compliance, accounting and finance systems. Leading the delivery of high-quality, consistent, and efficient financial services across the Diocese and its related entities, underpinned by strong governance, internal controls, and scalable systems.

As a key advisor to the Bishop, Executive Director, and Diocesan leadership, the CFO provides timely, accurate, and decision-ready financial reporting, insights, and assurance to support strategic planning, informed decision-making, and organisational sustainability. The role plays a critical part in strengthening financial capability, enhancing operational performance, and ensuring compliance within a complex, mission-driven environment.

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

Key Accountabilities

1. Financial Leadership and Stewardship

- Provide strategic and operational leadership of the Diocese's finance function, ensuring effective stewardship of financial resources in alignment with the mission and values of the Catholic Church.
- Lead, develop, and manage the finance team, establishing clear accountability, performance expectations, capability development, and succession planning.
- Foster a culture of innovation, collaboration, continuous improvement, and service excellence across all finance activities.

2. Financial Management, Planning and Performance

- Oversee the coordination and delivery of all finance and accounting functions, including budgeting, forecasting, management accounting, and income management.
- Provide high-quality financial analysis, insights, and business partnering to support decision-making by the Bishop, Executive Director, and Diocesan leadership.



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- Lead the preparation of business cases, financial modelling, and evaluation of strategic initiatives, including new ventures or acquisitions.
- Monitor financial performance and ensure alignment with approved budgets and long-term sustainability objectives.

3. Financial Reporting, Control and Assurance

- Ensure the integrity of the general ledger, financial records, and month-end and year-end processes across all Diocesan entities.
- Oversee the preparation of timely, accurate, and decision-ready financial reports, including monthly reports for management and quarterly reports for the Finance Committee.
- Establish and maintain robust internal controls, financial policies, and procedures to safeguard assets and manage financial risk.
- Provide assurance regarding the reliability and accuracy of financial information used for governance and decision-making.

4. Statutory, Canonical and Regulatory Compliance

- Maintain accountability for compliance with all statutory, regulatory, and Canon Law financial requirements.
- Oversee the preparation of annual financial statements and all statutory reporting obligations, ensuring timely and accurate lodgment with relevant authorities.
- Manage external audit processes and act as the primary liaison with auditors and regulators.
- Coordinate and support the development and implementation of accounting policies and procedures to ensure ongoing compliance and best practice.

5. Finance Operations and Shared Services

- Oversee end-to-end finance operations, including accounts payable, accounts receivable and transactional services.
- Drive efficiency, standardisation, and continuous improvement across finance processes, adopting a shared-services mindset where appropriate.
- Ensure service levels, turnaround times, and controls are clearly defined, monitored, and continuously improved across the Diocese and its entities.

6. Cashflow and Investments

- Oversee cash management, liquidity forecasting, and working capital management.
- Manage relationships with the Catholic Development Fund and investment advisors.
- Provide oversight and reporting on investments, funding arrangements, and capital requirements.
- Ensure appropriate controls and assurance over cash, funding, and investment activities.

7. Finance Systems, Data and Process Optimisation

- Provide oversight of finance systems, data integrity, reporting frameworks, and system controls.
- Partner with IT and external providers to ensure systems are reliable, fit-for-purpose, and scalable.
- Lead automation, system enhancements, and process improvement initiatives to strengthen efficiency, insight, and governance.
- Oversee the internal audit function and continuous improvement of financial processes and controls.

8. Risk and Governance

- Oversee financial risk management frameworks and contribute to broader organisational risk management.
- Strengthen financial governance practices across the Diocese and its related entities.

9. Stakeholder Engagement and Advisory



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- Act as a trusted advisor to the Executive Director, Bishop, Finance Committee, and broader leadership on financial and accounting matters.
- Communicate complex financial information clearly and effectively to both finance and non-finance stakeholders.
- Build and maintain strong relationships across parishes, agencies, and external stakeholders.
- Provide ad hoc financial analysis, advice, and support on operational and strategic matters.

10. Compliance, Safety and Other Duties

- Ensure finance activities support the Diocese's mission, sustainability, and long-term viability.
- Take reasonable care for personal and workplace health and safety, and that of others.
- Undertake other duties as required, commensurate with the role's responsibilities and capabilities.

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.

Job Competencies (skills)

- Demonstrated experience leading a complex finance operations function in a small to medium organisation, ideally across multiple entities.
- Strong track record in building capability, uplifting performance, and embedding accountability.
- Deep experience in financial accounting, statutory reporting, audit management, and regulatory compliance.
- Strong understanding of internal controls, segregation of duties, and financial risk management.
- Practical experience in cash management and external financial relationships.
- Demonstrated success leading systems, data, and process improvement initiatives in partnership with stakeholders.

Personal Competencies (attributes)

- Tertiary qualifications in Accounting, Finance, Commerce, or a related discipline.
- Membership of a recognised professional accounting body (CA/CPA or equivalent).
- Ability to work collaboratively within and across departments, agencies, ministries and parishes of the Catholic Diocese of Sandhurst and its partners.
- Ability to operate confidently in environments requiring high standards of governance and assurance.
- Sound time-management skills and ability to prioritise.
- Excellent interpersonal, verbal and written communication skills.
- Well-developed issue management and problem solving skills
- Eligibility to work in Australia, with required National Police Check and Working with Children Check.