



POSITION DESCRIPTION

TITLE:	FINANCE MANAGER
POSITION TYPE:	Full-time
DATE:	10 February 2020
PREPARED BY:	HR Workplace Support
INCUMBENT:	to be recruited
DATE COMMENCED IN ROLE:	asap
RESPONSIBLE TO:	General Manager/Registrar
APPROVED BY:	Bishop and General Manager/Registrar

DIOCESAN CONTEXT

The Anglican Diocese of Bendigo is part of the Anglican Church of Australia and covers a large part of central and north-western Victoria. The Diocese consists of 33 parishes and a number of pioneer ministries organised under three archdeaconries and six deaneries, which are East and West Bendigo, Mt. Alexander, Loddon, Mallee and Campaspe.

The central administrative arm of the Diocese is the Registry whose mission is:

Delivering, in a creative, intelligent and resourceful way, support to parishes to contribute to the mission of the Diocese of Bendigo.

POSITION OUTLINE

This position is accountable for:

- Financial Management of Diocesan entities
- Management and improvement of financial systems
- Productive internal and external relationships
- Provide service to the Diocesan Finance Committee and Parishes
- Manage Diocesan Investments
- Implement Trust instructions

ORGANISATION VALUE OF POSITION

The Finance Manager adds value to the Diocese by:

- Ensuring the integrity and accuracy of the financial systems for sound decision making, compliance and risk management
- Providing analysis and recommendations to improve financial management outcomes

- Developing proposals for change with analysis and implementation plans
- Fostering relationships to increase the financial management capability with the Registry office and Parishes
- Lead and manage change related to financial management such as system improvements, policy development and implementation, supporting system users etc

KEY RESPONSIBILITIES AND DUTIES

Financial Management of Diocesan entities

Ensuring the integrity and accuracy of the financial systems for sound decision making, compliance and risk management by:

- Managing all aspects of day-to-day financial management of Diocesan entities
- Facilitate annual budget process with stakeholders
- Reconciliations; monthly, quarterly and annual reporting
- Analysis, monitoring and reporting, sound recommendations to stakeholders
- Preparation of annual statutory audit process
- Ensure financial compliance to relevant legislations
- Identify risks and make recommendations for risk mitigation
- Ensure that risk controls and financial policies are implemented and monitored

Key Performance Indicators:

Timely and accurate preparation of financial information, audit reports, risk controls and mitigation

Management and improvement of financial systems

Provide leadership and project management to ensure financial systems are “fit for purposes” by:

- Monitoring financial systems (technology, workflows, policies & procedures) for efficiency, effectiveness and compliance
- Monitoring the external environment for legislative changes that impact on Diocesan financial management compliance and recommending appropriate solutions
- Oversight of software upgrades, identifying any potential impacts, facilitating support for users
- Identifying financial management gaps and engaging stakeholders
- Scoping and costing proposed changes for feasibility and approval
- Project managing system changes which includes: oversight of data migration, trial in test environment (where available and applicable), user testing and training, monitoring embedding of the change

Key Performance Indicators:

Timely, relevant, practical and sustainable solutions, stakeholder and team member feedback, project delivery

Internal and external relationships management

Ensure that relationships with both internal and external stakeholders are productive to achieve quality financial management outcomes. Relationships include:

Internal:

- Finance and other Diocesan committees
- Registrar
- Bishop
- Senior Leadership Team
- Parish Councils
- Parish treasurers

- Registry Staff
- Internal Auditors

External:

- Banking Institutions
- Investment Advisor
- ATO
- ACNC
- Regulatory bodies such as ASIC

Key Performance Indicators:

Feedback from stakeholders, Timely and accurate responses, Supportive Team Member

Provide service to the Diocesan Finance Committee and Parishes

Facilitate quality service and support for stakeholders by:

- Timely and accurate provision of financial reports and papers for the Finance committee to support decision making and risk mitigation
- Support Parishes with financial management and reporting to meet their obligations

Manage Diocesan Investments

In collaboration with the Diocesan Finance Committee, work with the contracted investment advisor to

- manage the Diocese assets and investments
- cashflow management to maximise returns
- reporting as required by Diocesan leadership (Finance & Executive Committees, Bishop in Council and Synod)

Manage Trusts Facility

- monitoring trust transactions and systems (technology, workflows, policies & procedures) for efficiency, effectiveness and compliance
- ensure accurate and timely trust transactions processing
- work with parishes and other Diocesan leaders to prepare reports to Diocesan Executive where approvals are required
- manage payments / projects including multi-staged trust withdrawals as required
- reports to beneficiaries
- scoping and costing of IT system changes (if required & desirable) for feasibility and approval
- project managing system changes (if required) which includes: oversight of data migration, trial in test environment (where available and applicable), user testing and training, monitoring embedding of the change

Key Performance Indicators:

Timely, relevant, transaction processing, practical and sustainable solutions, stakeholder and team member feedback, project delivery

Contribute to Registry Team

Support and foster an effective team culture and safe working environment by:

- Contributing to Registry team priorities and support others as required
- Supporting Diocesan events and attending external events for professional development
- Communicating respectfully and supporting other team members
- Working to agreed workplans and developmental goals, seek feedback, support and regularly review progress
- Active and constructive participation in Registry individual Annual Achievement process

- Modelling and encouraging safe work practices, which includes self-care responsibility to balance work life/well-being needs and contributing to a harmonious workplace, free of bullying and harassment. Raising concerns and reporting any near misses or safety incidents

Key Performance Indicators:

Contribution to team outcomes and development, supportive behaviour, sharing workload, proactive and practical safety suggestions, self-care and well-being

ORGANISATIONAL RELATIONSHIPS

Internal:

- Finance and other Diocesan committees
- Registrar
- Bishop
- Senior Leadership Team
- Parish Councils
- Parish treasurers
- Registry Staff
- Internal Auditors

External:

- Banking Institutions
- Investment Advisor
- ATO
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SUPERVISION AND OVERSIGHTS

This position:

- reports directly to the General Manager/Registrar
- interacts with Manager Payroll & Charities
- may oversight a support person to the role

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

Mandatory:

- Excellence in relationship management and working with stakeholders to achieve outcomes, especially where there are no formal reporting relationships/authority
- Evidence of applying analytical skills to improve business performance
- Experience in leading change at a senior level in a respectful and co-operative manner
- Experience in project management in relation to people, compliance and technology change
- Thorough understanding of financial and accounting standards and related legislation; with ability to apply in a pragmatic manner suitable to the context
- Appropriate academic training and membership of professional body

Desirable:

- Understanding of Anglican Church legislation and how it is applied in relation to financial matters
- Understanding of external regulatory requirements relating to churches, charitable/ not for profit
- Holding a current Victoria Drivers Licence

Inherent position requirements: ie satisfactory background checks

- Undergo a national criminal history check upon commencement and at regular interviews
- Maintain a current working with Children in line with lay authorisation policy
- Undertake mandatory training as required, ie Safe Church
- Agreed to uphold “Code of Conduct” /Being Together
- Willingness to sign a confidentiality agreement and uphold the Diocesan policies relating to data protection and privacy

Special conditions: ie extensive travel, after hours work

As this is a senior management position, some work outside business hours will be required. Some travel to Parishes is expected.

Position Holder: *I have reviewed the above position description, I understand the nature of the work and I do not have any pre-existing injury or illness that may be affected by this work*

Signature: _____ **Date:** _____

Position Holder Name: _____

If you do have a pre-existing injury or illness, please discuss your needs with your supervisor

Supervisor Signature: _____ **Date:** _____

Supervisor Name: _____