

## **POSITION DESCRIPTION**

### **GENERAL SECRETARIAT**

POSITION TITLE	: Financial Controller
REMUNERATION SCALE	: Grade 6
REPORTS TO	: Chief Operating Officer
FULL TIME EQUIVALENT	: 1.00 FTE Ongoing
HOURS PER WEEK	: Thirty-seven and one half (37.5)
LOCATION	: Braddon, Australian Capital Territory
AUTHORISED BY	: General Secretary
DATE	: 4 March 2020

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### **Primary Objectives**

The Financial Controller's primary objective is to manage the finances, investments and major projects of the Australian Catholic Bishops Conference (the Conference) in order to ensure that resources are available to support the current operations and future growth of the Conference and to develop and implement long and short-term strategies to meet the needs of the Conference. A key aim is to ensure the financial affairs of the Conference are managed in a thorough and professional manner – consistent with all relevant legislation and approved Conference policies.

The Financial Controller is responsible for ensuring ACBC Finance staff and systems are in place to ensure the financial affairs of the Conference are appropriately managed and controlled. The Financial Controller will be required to prepare & monitor budgets and long-term financial plans for the Conference, highlighting major financial issues and proposing strategies and recommendations to ensure these issues are fully addressed.

The Financial Controller will be required to develop a comprehensive understanding of financial administration of all Conference activities and be fully conversant with the strategic financial management issues of the Conference. This will include the ability to provide advice and guidance to the General Secretary, ACBC Finance Council, ACBC managers and agencies, and an ability to analyse and assess the financial management issues facing the Conference.

### **Major Accountabilities**

Manage the financial functions of the Conference in accordance with legislative requirements, industry standards and best practice and ensure that Conference meets its financial compliance requirements.

Develop and implement long and short-term financial strategies to support current and future needs of the Conference.

Identify financial risks to the Conference and implement appropriate control strategies in line with the Conference's risk management strategy.

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Oversee preparation of management reports for Conference and its agencies.

Provide advice to the Conference, its agency heads and project managers on financial viability of special projects based on financial modelling, analysis and investigation.

Oversee the preparation and lodging of returns including income tax, FBT, BAS, PAYG, Superannuation Guarantee "SGC" contributions and ACNC Annual Information Statements.

Oversee preparation and maintenance of the fortnightly Single Touch Payroll system and salary packaging arrangements for General Secretariat and Agency staff paid from the General Secretariat.

Oversee maintenance of property registers.

Supervise accounts payable, accounts receivable, petty cash, publications sales, donations, payments and stock inventory to maximise the efficiency of the services provided by the office

Manage the day to day operations of the Finance Office and supervision of the Finance Team.

Manage the Conference's triennial budget process, including grant payments and monthly financial reporting, to ensure that all agencies can operate according to approved funding arrangements.

Develop and maintain procedures in the area of taxation law affecting the Australian Catholic Bishops Conference to ensure compliance, including the administration of the Catholic GST Religious Group.

Administer the master insurance policies of the Conference and its agencies to ensure statutory compliance and risk management policies maintained.

Foster relationships with service partners including other Conference organisations, government bodies, industry groups and networks, community service organisations, funding bodies and specialist organisations is such that it has positioned the Conference for continued growth.

### **Organisational Environment**

The General Secretariat is mandated by the Australian Catholic Bishops Conference to provide executive support to the Permanent Committee, ACBC Finance Council, as well as provide back office services to small to medium size Conference agencies and provide a coordination role of agency activities on behalf of Bishops Commissions.

The Chief Operating Officer is responsible for the executive support of the Permanent Committee, as well as the provision of back office administrative and financial services to the General Secretariat and other small to medium size Conference agencies.

The Financial Controller is accountable to the Chief Operating Officer for the efficient management of the financial services and the ACBC Finance Team.

## **Risk and Work 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 work health and safety and risk mitigation processes within your workgroup.

Comply with the Conference's corporate work health and safety practices.

Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

Participate in the consultative processes provided by the organisation.

## **Safeguarding**

To the extent that it applies to this position:

Comply with best practice for safeguarding of children and vulnerable people in accordance with established laws, standards and organisation procedures.

Promote and implement safeguarding training (including induction and ongoing training), safeguarding practices and record-keeping within the agency.

## **Key Communications**

General Secretary: for general financial management and reporting.

Chief Operating Officer: to obtain direction and give advice and information.

Commissions and Agency Heads: to ensure financial services are being delivered efficiently on a day-to-day basis.

ACBC Finance Council: to ensure that the finances of the Conference are being managed efficiently.

Australian Taxation Office: to ensure requirements of membership to the Catholic GST Religious Group are met in timely manner and maintenance of Register Catholic GST Religious Group is kept up to date, in accordance with ATO requirements.

Financial Institutions: (e.g. Australian Securities and Investment Commission, CDPF Limited) to ensure investments and services are delivered in an efficient and timely manner.

External Organisations: (e.g. Catholic Church Insurance, Australian Charities and Not-for-profits Commission) for provision of services and reporting.

## **Accountability (Independence and Influence)**

The Financial Controller will provide advice that has a critical, strategic and direct impact on the financial well-being of the Conference. The Financial Controller will make all decisions related to the day-to-day operation of the Finance Office that fall within established policies and procedures.

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The Financial Controller will consult with the Chief Operating Officer before making decisions that relate to the key accountabilities of this position, but that fall outside established policies and procedures.

The Financial Controller will refer all decisions to the Chief Operating Officer that are beyond the scope of the position.

### **Job Environment**

The Financial Controller works in a complex and specialised environment where novel approaches to situations may be required. Changes to systems and plans will extend beyond the immediate work environment and will have a lasting effect.

### **Reasoning**

The Financial Controller is responsible for long term strategic financial planning including financial forecasting and sustainability, requiring detailed analysis, interpretation and evaluation of data and recommending solutions based sound financial processes.

### **Challenges**

The Financial Controller will require excellent time management, organisational and communication skills to provide financial services and advice to a number of stakeholders in a timely manner.

### **Knowledge, Skills and Experience**

An understanding of and willingness to work within the mission and identity of the Catholic Church

A tertiary qualification in accounting, business or related discipline and a minimum of three to five years of experience in a high-level financial management role (i.e. Chief Financial Officer or equivalent)

Chartered Accountant or CPA with current membership of the relevant professional association

Demonstrated ability to successfully formulate and implement effective short and long-term financial strategies

Understanding of and ability to apply current AASB Accounting Standards and high-level knowledge and skills in the use of contemporary accounting applications

High level skills in financial analysis and modelling and demonstrated ability to analyse data, identify trends and apply remedial strategies to prevent or correct adverse trends

Demonstrated experience in working in a diverse and highly complex environment

Demonstrated commitment to high quality client service and success in driving organisational income and capital growth

Ability to manage budget performance for all Conference activities, identify and address budget variances and cost overruns.

Ability to manage and provide oversight of a financial services team

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Demonstrated time management and organisational skills

Current Drivers Licence

**Employment Screening**

A satisfactory Criminal History Check is a pre-requisite for this position.

**Position Impact**

The Financial Controller does not control a budget, but has responsibility for the control of the assets of the Finance Team.

Monthly expenditure	\$6,000
Direct Reports	One (1)
Financial Accountant	