



CHIEF FINANCIAL OFFICER (CFO)

POSITION DESCRIPTION

REPORTS TO Chief Executive Officer	GRADE Salary
<p>ORGANISATIONAL SUMMARY</p> <p>The Diocese of Maitland-Newcastle serves the people of the Newcastle, Hunter and Manning regions which have a population of some 150,000 Catholics. Through its parishes, pastoral groups, and its agencies of Catholic Schools, CatholicCare, St Nicholas Early Education and other agencies the diocese provides faith, spiritual, pastoral, educational, social welfare, and community development. The Diocese employs approximately 5,200 staff across its parishes and agencies.</p> <p>Our Shared Services team works with all aspects of the Diocese of Maitland-Newcastle to support the achievement of our overall Diocesan Strategy through the delivery of the shared services Operational Plan. The Diocese of Maitland-Newcastle is committed to safeguarding children and vulnerable persons and preventing those in our care from suffering abuse or neglect. It is committed to implementing and maintaining compliance with the NSW Child Safe Standards and the National Catholic Safeguarding Standards and takes a zero-tolerance approach to abuse of children or vulnerable persons. All who work in the name of the Diocese must comply with the Diocesan Safeguarding Framework Policy and act in accordance with the Diocese's Code of Conduct which includes the Diocese's Safeguarding Commitment Statement. Employees are required to undergo a National Police Check and retain a valid NSW Working with Children Check where necessary, in accordance with legislation.</p>	
<p>VISION</p> <p>To live the joy of the Gospel and share it with the world.</p>	
<p>MISSION</p> <p>We are committed to serving all in the community so that they may experience life to the fullest.</p>	
<p>OUR VALUES</p> <p>Compassion Hope Integrity Justice Participation</p>	
<p>PRIMARY PURPOSE</p> <p>The Chief Financial Officer (CFO) is a senior leadership position reporting directly to the Chief Executive Officer. The role will provide finance expertise and oversight across the Diocesan agencies of CatholicCare, Catholic Schools, St Nicholas Early Education, Catholic Community Fund, Hunter Community Housing, Shared Services and our Parishes.</p> <p>The position has the responsibility for the delivery of quality and timely finance functions. These include statutory and regulatory requirements along with payroll, project management, accounts payable/receivable, financial budgeting, planning, reporting and audit coordination for the Diocese and its Agencies. The CFO ensures optimal financial decisions are made by the Diocese,</p>	



including being a member of the Diocesan Leadership Group to achieve the Diocese's financial goals.

The role engages with advisory boards including the Diocesan Advisory Board which incorporates the Diocesan Finance Council, Catholic Community Fund Advisory Board, and the CatholicCare Advisory Board. The Chief Financial Officer will also have engagement with the Diocesan Audit & Risk Committee, and the Strategic Asset Management Committee.

KEY ACCOUNTABILITIES	KEY TASKS
Leadership and Communication	<p>Lead the Finance Team including the following functions:</p> <ul style="list-style-type: none"> • Finance Business Mangers/Partners • Accounts Payable/Receivable • Debt Recovery • Procurement • Project Management • Payroll <ul style="list-style-type: none"> • Lead, mentor and inspire a high-performing team. • Foster a culture of performance, accuracy, and accountability within the team. • Act as a trusted advisor to the Bishop, CEO and senior leaders of the diocese to ensure they are informed of risks and issues which may affect the Diocese activities and sustainability. • Ensure the Finance team's operations are within the parameters set by the Bishop and CEO and that they are kept informed of material developments. • Develop and maintain strong working relationships across the Diocese leadership group and broader Agency teams.
Financial Reporting	<ul style="list-style-type: none"> • Develop financial strategies to support growth and executive decision making. • Develop financial performance measures and monitoring systems that support the strategic direction of the Diocese • Overseeing the preparation of all financial reporting. • Be accountable for the accuracy of financial reports.

	<ul style="list-style-type: none"> • Be responsible for meeting all reporting covenants associated with funding received by the Diocese.
Financial Budgeting, Forecasting, Cashflow & Debt Management	<ul style="list-style-type: none"> • Manage the processes for financial forecasting and budgets for all entities and agencies in the Diocese. • Ensure systems and processes are in place to accurately forecast and report cashflow for the agencies and entities of the Diocese. • Be accountable for the cost base of the Finance team to ensure ongoing financial sustainability. • Manage the process and accuracy of the budgets and forecasts for the capital works programs for all entities and agencies in the Diocese. • Working collaboratively with the Catholic Community Fund, ensure systems and processes are in place to forecast funding needs, monitor and optimise the debt requirements of the Diocese and its agencies.
Audit and Regulatory Compliance	<ul style="list-style-type: none"> • Oversee and coordinate Auditing requirements for the Diocese and its' agencies. • Lead the Financial and Regulatory compliance activities for the Diocese. • Prepare comprehensive data and insights for the Diocesan Audit and Risk Committee and Diocesan Advisory -Board. • Actively contribute financial and strategic insights to relevant Diocesan committees. • Lead an efficient payroll function, to ensure accuracy in staff payments and compliance with statutory and industrial requirements.
Policy Development and Implementation	<ul style="list-style-type: none"> • Take responsibility for setting up, maintaining and reviewing appropriate structures, systems financial policies and processes. • Identify and rectify policy gaps. • As required, ensure the development of new policies which support strategic goals and comply with relevant legislation. • Ensure the policy review system is established and maintained. • Ensure policies are accessible for Diocesan boards, leadership and employees.

Strategy	<ul style="list-style-type: none"> • Lead the selection and implementation of new finance and payroll systems as required. • Develop and implement financial strategies aligned with the goals of the Dioceses and its' Agencies. • Provide insightful financial analysis and advice for key Diocesan decisions.
Risk Management	<ul style="list-style-type: none"> • Maintain financial controls and mitigate financial and non-financial risks. • Develop strategies to manage the Diocese' exposure to financial risks. • Responsible for ensuring a risk and compliance management framework is embedded and operational.
<p>QUALIFICATIONS</p> <p>Essential</p> <ul style="list-style-type: none"> • Qualified accountant - Chartered Accountant (Chartered Accountants Australia & New Zealand) or Certified Practising Accountant (CPA Australia) • Post Graduate Qualifications or equivalent experience within a Financial Leadership role <p>Desirable</p> <ul style="list-style-type: none"> • Post Graduate qualifications in Data and Analytics • Experience as a Responsible Manager in the Financial Services industry (Highly desirable) 	
<p>SKILLS AND EXPERIENCE</p> <ul style="list-style-type: none"> • Ability to respect and uphold the ethos and teachings of the Catholic Church and an ongoing commitment to work within the Catholic Dioceses Mission, Vision and Values • Minimum of five (5) years of experience in a senior finance leadership role and demonstrated executive leadership skills • Extensive experience analysing complex financial data and providing strategic, tactical and operational financial advice • Strong interpersonal, written, and verbal communication skills with proven ability to develop and maintain internal and external relationships • Ability to develop, review and refine long-term financial plans and financial management policies that underpin sustainable long-term financial health • Extensive understanding and demonstrated ability to monitor and maintain legislative compliance. 	
<p>KEY RELATIONSHIPS (EXAMPLES)</p>	
INTERNAL	EXTERNAL
Bishop of Maitland-Newcastle	Government Agencies
CEO, COO and Agency Heads	Audit/Financial Agencies

Audit and Risk Committee	Regulatory Bodies/Agencies	
Diocesan Advisory Boards (including DFC, CCFAB, CCSSAB)		
Direct Reports and Finance Team members		
Parishes and Agencies		
SUCCESSION PLANNING		
Positions which could succeed to this role:		
<ul style="list-style-type: none"> Senior Finance Manager 		
LEGISLATIVE AND RISK REQUIREMENTS		
Occupants must:		
<ul style="list-style-type: none"> Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Catholic Diocese of Maitland-Newcastle. Report, as soon as practicable to the Head of People and Culture, any criminal action taken against them, or civil action that may have an impact of the reputation of the Catholic Diocese of Maitland-Newcastle or may lead to a conflict of interest. Take reasonable action to understand and familiarise themselves with the Catholic Diocese of Maitland-Newcastle's policies and procedures, including those relating to the expected Code of Conduct and confidentiality. Not take advantage of their role at the Catholic Diocese of Maitland-Newcastle for personal gain. Take responsibility for their own health, safety and wellbeing and that of other employees, clients, contractors and visitors in the Catholic Diocese of Maitland-Newcastle workplaces, understanding that all employees have a duty of care toward one another. 		
EXPECTED EMPLOYEE BEHAVIOUR		
Employees must:		
<ul style="list-style-type: none"> Treat all people with respect, sensitivity, courtesy, understanding and compassion Embrace diversity and difference in those they serve or with whom they work Promote personal growth, ongoing professional development and develop both in themselves and others Commit themselves to effective professional working relationships with colleagues and clients Through the exhibition of justice and fairness in relationships and service, promote proper working conditions and also recognise when injustice, unfairness and abuse occurs in the workplace and respond appropriately Exhibit transparency, accountability and act responsibly in the use of Church resources Provide professional and competent service Comply with relevant legislation and directives Be mindful of privacy principles and manage information accordingly. 		
Signature of Incumbent:	Date:	Incumbent's Name:
Position Description Last Reviewed	26/09/2024	Next Review is due on 26/09/2025