

TREASURY & FINANCE OFFICER

REPORTS TO

Catholic Community Fund Treasury, Finance & Compliance Manager

CLASSIFICATION

Grade 3

ORGANISATIONAL SUMMARY

The Diocese of Maitland-Newcastle serves the people of the Newcastle, Hunter and Manning regions which have a population of some 160,000 Catholics. Through its parishes, pastoral groups, and its agencies of Catholic Schools, CatholicCare, St Nicholas Early Education and other agencies it provides faith, spiritual, pastoral, educational, social welfare, and community development. The Diocese employs approximately 3,500 staff across its parishes and agencies.

The Catholic Community Fund (CCF) exists to support the work of Catholic organisations and communities in the Diocese of Maitland-Newcastle. We do this through harnessing the financial resources of the Catholic community, our Diocese, its agencies, schools, parishes, clergy, staff and community members and organisations to deliver effective funding strategies to build schools, community housing, facilities for CatholicCare, fund parish initiatives, etc.

We also through prudently investing and managing the Fund's resources are able to generate a surplus with funds directed back to supporting the charitable works of the Diocese and its agencies. We aim to balance margin with mission for the good of our community.

VISION

To live the joy of the Gospel and share it with the world.

MISSION

We are committed to serving all in the community so that they may experience life to the fullest.

OUR VALUES

Compassion

Hope

Integrity

Justice

Participation

PRIMARY PURPOSE

The Treasury & Finance Officer is responsible for supporting the Treasury, Finance and Compliance Manager in maintaining accurate financial records and assisting in the effective management of the Fund's treasury and compliance functions. This role plays a key part in ensuring that all financial operations, including reporting and reconciliation, are carried out efficiently and in compliance with regulatory requirements. The Treasury & Finance Officer will also support the delivery of the Fund's financial reporting, cashflow management, and assist in broader financial tasks in alignment with the CCF's strategic and operational objectives.

The incumbent commits to working within Work Health and Safety guidelines and Code of Conduct at all times whilst in the employ of the Catholic Diocese of Maitland-Newcastle.

KEY ACCOUNTABILITIES	KEY TASKS
Financial Accounting & Reporting	<ul style="list-style-type: none"> • Assist with the preparation of monthly reports – Finance and Portfolio & Operations. • Support the reconciliation of general ledger accounts, investment registers, and loan portfolios. • Assist with the preparation of annual budgets, forecasts, and audit processes. • Maintain up-to-date financial records, ensuring accuracy and compliance with accounting standards and CCF policies. • Assist and review inter entity invoicing for accuracy, alignment to MOU's and provide coding for entry into Ultracs system • Assist with preparation of quarterly financial reporting requirements to meet compliance obligations (CDPF, IRR reporting)
Treasury Operations	<ul style="list-style-type: none"> • Support daily cash management activities, including cash flow forecasting and reporting. • Assist with the management of the Fund's liquidity to ensure it meets the Diocese's and CCF's funding requirements. • Prepare and maintain reports related to cash positions, liquidity, and investment portfolios. • Help manage the investment activities of the Fund, ensuring investments comply with the Fund's policies. • Assist with preparation of weekly bank reconciliation of CCF operational accounts.
Compliance & Risk Management	<ul style="list-style-type: none"> • Ensure that financial operations adhere to the Fund's risk management and compliance frameworks, including regulatory obligations. • Assist in the preparation of compliance reports for internal and external stakeholders, including the CCF Advisory Board and regulatory bodies. • Help maintain financial controls, policies, and procedures to ensure they are aligned with legislative and regulatory requirements.
Systems & Process Improvement	<ul style="list-style-type: none"> • Use Fund systems (e.g., Ultracs, TechOne, Treasury Direct, Xero) to process transactions and generate reports. • Assist in implementing improvements to financial processes and systems to enhance efficiency and accuracy. • Collaborate with colleagues to ensure financial data is correctly captured and accessible for reporting purposes.
Loan & Investment Portfolio Support	<ul style="list-style-type: none"> • Support the monitoring and reporting of the CCF loan portfolio • Assist with investment administration, including the maintenance of investment records, income tracking, and reconciliations.

Projects	<ul style="list-style-type: none"> Assist the Treasury, Finance, and Compliance Manager and CCF Executive Director & Fund Manager with the execution of projects supporting the Fund's Strategic Plan.
Relationships and collaboration	<ul style="list-style-type: none"> Work closely with the Treasury, Finance, and Compliance Manager and other members of the CCF and Finance team to meet deadlines and deliver high-quality financial reporting. Provide support to the Shared Services Finance Team when required to ensure the seamless flow of financial data between departments. Engage with key stakeholders within the Diocese, including parishes and agencies, to assist with financial queries and reporting needs.
Continuous Improvement	<ul style="list-style-type: none"> Contribute to the team focus of continuous improvement.
Undertake other duties relevant and appropriate to the position	<ul style="list-style-type: none"> Show agility and teamwork to assist with the operational needs of the Fund as required. Provide relief and backup support to other positions where appropriate. Additional duties as directed by the CCF Treasury, Finance & Compliance Manager and CCF Executive Director and Fund Manager as required from time to time.

QUALIFICATIONS

Essential

- Tertiary qualification in finance, accounting, or a related field.
- Working towards or willingness to pursue professional accreditation (e.g., CPA, CA).
- Current NSW Drivers licence.

SKILLS AND EXPERIENCE

Essential

- Experience with financial accounting systems and Microsoft Office Suite (Excel, Word, Outlook).
- Demonstrated experience in financial reporting, reconciliation, and cash management.
- Strong understanding of accounting principles, financial reporting, and reconciliation.
- Ability to work effectively as part of a team, with strong interpersonal and communication skills.
- Demonstrated attention to detail and accuracy in financial transactions and reporting.
- Ability to prioritise tasks, meet deadlines, and manage multiple responsibilities.
- A proactive approach to problem-solving and process improvement.
- Excellent computer skills, including proficiency in MS Office Suite programs including Outlook, Word, Excel, SharePoint, Adobe Acrobat and Teams.
- Professional manner, presentation and structured approach to work.
- Willingness to participate in further professional development.
- Honest, trustworthy, with strong ethical values and a commitment to work within the Catholic Community Fund's Mission, Vision and Values.

Desirable

- Previous experience in a treasury or financial management role within a not-for-profit or community organisation.
- An understanding of operating in an AML/CTF compliance environment
- Previous exposure to financial modelling in a complex business structure environment
- Familiarity with Diocesan or Catholic organisational structures and mission-driven financial management.
- Familiarity with treasury operations, investment management, and compliance reporting.
- Experience working with financial systems like Ultracs, TechOne, Xero or similar accounting software.

SUCCESSION PLANNING

Positions which could succeed to this role:

- Finance roles in Diocese

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
Treasury, Finance, and Compliance Manager	Fund Members
CCF Executive Director & Fund Manager	Auditors
CCF Operations, Systems & Customer Relations Manager	Commonwealth Bank & Investment Counterparties
CCF Client Service Officers	
Finance Shared Services Team	
Diocesan Shared Services Team	
Catholic Agencies, Parishes and Schools	

LEGISLATIVE AND RISK REQUIREMENTS

Occupants must:

- 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 Human Resources, 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 himself/herself 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:

- 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

Next Review is due on

October 2024