

## DIOCESE OF CAIRNS



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Finance Officer
<b>REPORTS TO:</b>	Finance Manager
<b>REPORTING TO THIS POSITION:</b>	N/A
<b>DEPARTMENT:</b>	Diocesan Finance
<b>CLASSIFICATION:</b>	Diocesan Salaried Officer Pay Scale – Grade B

### APPROVAL:

<b>Name:</b>	Andrea Fogarty	<b>Approval Date:</b> 27.05.2024
<b>Position:</b>	Chief Operating Officer	

## 1. CATHOLIC DIOCESE OF CAIRNS

The Roman Catholic Trust Corporation for the Diocese of Cairns ("RCTC") is incorporated pursuant to letters patent issued under the Religious, Educational and Charitable Institutions Act 1861. The RCTC's purpose is to carry out the mission and objects of the Catholic Diocese of Cairns ("Diocese").

Geographically, the Diocese serves Far North Queensland, extending from Cardwell to the Torres Strait, and west to the Northern Territory border. The Diocese has 23 parishes and is responsible for the provision of a range of regional services under the pastoral care and leadership of the Bishop of Cairns. Services provided by the Diocese include education, welfare, childcare, pastoral care, outreach and other central services. The Diocese also has other connections with various ministries and Catholic groups within the Diocese.

The Bishop has executive power over the Diocese which he exercises personally and through his delegates.

## 2. DIVISION

The RCTC Division of Diocesan Services includes the following departments:

### Diocesan Services:

- Diocesan Finance - responsible for payroll, Catholic Development Fund/Internal Treasury, day-to-day financial functions and offers support with financial activities of parishes.
- Diocesan Project and Property Services - oversees Genazzano Conference Centre and Retreat and the development, maintenance, acquisition and alienation of all diocesan property assets.
- Chancery and Governance - responsible for diocesan archives, and management of Governance processes for the Diocese, including coordination of support and formation for the various boards and committees; the Marriage Tribunal, and overarching Diocesan Policies, Terms of Reference and Board Charters.
- Diocesan Outreach and Mission Services – provides and supports the delivery of pastoral care, clergy care services, State School Religious Instruction and Youth Ministry.
- Diocesan Employee Services – provision of Human Resource Management, Work Health and Safety services and operational policy and procedures to Diocesan Services and parishes.

- Diocesan ICT Services – responsible for supporting the provision of information, technology and communications support to Diocesan operations and Parishes.
- Diocesan Community Engagement - responsible for developing, coordinating and maintaining marketing, communication, fundraising projects and social media platforms.
- Diocesan Administration – responsible for day-to-day administration and running of the Bishop's House and co-ordination of Diocesan wide administrative functions.
- Safeguarding Coordinator – responsible for promoting safeguarding practices and standards.

#### **Parish:**

- Clergy and employees of parish's including administration officers and support staff.
- Cathedral Book and Gift shop - responsible for operating the store.

### **3. MAIN PURPOSE OF THIS ROLE**

The Finance Officer is responsible for the recording, reconciling and reporting of all delegated Diocesan related financial accounts as well as providing support to Diocesan departments, parishes and clergy on financial related information, financial accounting systems and parish data collection computer systems.

The Finance Officer reports directly to the Finance Manager. The Finance Officer also performs other administrative duties as required to ensure the smooth day to day running of the DF office.

### **4. POSITION REQUIREMENTS**

1. Qualification or working towards a Certificate III or higher in administration, business or accounting.
2. Experience in a similar financial or administrative position.
3. In-depth knowledge of, and skills using, Microsoft office applications, accounting software and other database software.
4. Experience in communication and relationship building with an ability to engage with people from diverse backgrounds and experiences.
5. Suitable National Police Check
6. A valid Positive Notice Blue Card– No Card, No Start laws apply.
7. As a genuine occupational requirement, the position requires that the Employee's conduct and lifestyle align with principles of Catholic Social Teaching.

### **5. CORE COMPETENCIES & INTERPERSONAL SKILLS**

This position will demonstrate the following personal and interpersonal skills in the course of the duties:

- Has a well-defined daily, weekly and monthly workflow schedule.
- Is a credible professional with integrity who has a well-articulated professional identity.
- Holds a values base around achievement, fun, celebration and success for self and the team.
- Excellent organisational skills with the ability to prioritise effectively to meet deadlines.
- Attention to detail and commitment to accuracy.
- A capacity and willingness to acquire new skills.
- A desire to participate in agreed training programs and supervision.
- A friendly and flexible approach to team activities.

## 6. ORGANISATIONAL DUTIES AND RESPONSIBILITIES

### Safeguarding Standards

- The Diocese of Cairns has standards of conduct for workers to maintain a safe and healthy environment for children. Our commitment to these standards requires that we conduct working with children checks and background referencing for all persons who will engage in direct and regular involvement with children and young people (0 - 18 years) and/or vulnerable adults. The organisation is fully committed to child safety and has a zero-tolerance to abuse of children or vulnerable adults.

### Workplace Health and Safety

- Take reasonable care for your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
- Comply, so far as you are reasonably able, with any reasonable instruction.
- Co-operate with any reasonable policy or procedure.
- Ensure timely and accurate reporting of all incidents and hazards.
- Attend WHS training as directed.

### Public Relations

- Promote a positive image of the Church at all times through professional standards of personal presentation and courteous respectful behaviour.

## 7. PRIMARY DUTIES AND RESPONSIBILITIES OF THIS ROLE

The primary duties and responsibilities of the Finance Officer include but are not limited to:

### General

- Accounts payable functions including data entry of supplier invoices, processing of weekly payments, prepare payment records for authorisation, uploading data files to CDF online for payment authorisation, prepare and distribute remittance advices, filing of records, enquiries and reconciliations.
- Accounts receivable functions including issuing invoices and/or tax receipts, preparation and delivery of monthly statements, preparation and data entry of receipts and bank deposits, enquiries and reconciliations.
- Monthly review of actual expenditure against budget performance.
- Monthly balance sheet reconciliations including bank reconciliations and supporting schedules for all balance sheet accounts.
- Monthly accounting data back-up.
- Preparation of BAS for authorisation by Finance Manager.
- Maintain and update the Asset Register with new capital expenditure along with the biannual processing of depreciation.
- Advice and support on accounting and data systems to parish staff and clergy.
- Maintain medical insurance for all Clergy including assisting priests with fund membership, rebates and claims when requested.
- Update clergy and seminarian stipends in line with Centrelink Aged Pension Allowance, seek authorisation and advise Diocesan Payroll Services.
- Collate data for annual motor vehicle lease renewal and advise Finance Manager.
- Collate data for annual parish quota update and advise Finance Manager.
- Assist Finance Manager with annual report presentation and budget preparation.

- Opening and sorting incoming mail, stationary orders for DFS.
- Relief to other finance staff during leave periods.
- Other administrative duties as required.

#### **Evaluation and Continuous Improvement**

- Identify and provide regular feedback to the line manager with regards to relevant issues, trends, gaps and performance within the organisation.
- Participate and prepare for annual appraisal meetings.
- Participate in and contribute to team meetings, training and planning activities, service evaluation and quality assurance activities.

Undertake other duties as directed by those authorised to give such direction, within the scope of expertise and training.

### **8. KEY RELATIONSHIPS**

#### **Including but not exclusive of:**

##### **External**

Customers/Suppliers  
Banks  
Auditors  
Professional Bodies  
Government Departments  
State and National Church Personnel

##### **Internal**

All internal operations within the Diocese including Clergy, Parishes and Agencies.

### **9. KEY PERFORMANCE INDICATORS**

- Work plan objectives attached to the position are met.
- Positive feedback is received on the quality of your work.
- Successfully completed finance and treasury functions to a high standard.
- Maintain the highest standards of confidentiality and ethical behaviour.
- Adherence to diocesan policies and procedures specific and relevant to the role.
- Compliance with Work Health and Safety Policy and Procedures and instructions provided in respect to the Health and Safety of yourself and other persons.

### **10. DECISION MAKING / AUTHORITY LEVEL**

Budget Accountability: \$Nil

This position also has:

- Access to view only CDF banking records
- Access to sensitive financial information as approved

### **11. ADDITIONAL REQUIREMENTS**

- A commitment to the mission and objectives of the Catholic Diocese of Cairns.
- Physical requirements of the position:
  - Work generally performed in an office setting
  - Manoeuvring within an office setting

- Frequent use of telecommunication and electronic equipment

## 12. EMPLOYEE ACCEPTANCE

Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. All employees are required to carry out all duties in accordance with policies and procedures of the Catholic Diocese of Cairns, and relevant agreements and to act at all times with integrity and professionalism.

I note that Position Descriptions are under periodic review, and may be changed, after consultation, at any time. I have read this Position Description and agree to carry out the duties and responsibilities as outlined above.

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**Signed**

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**Date**