



THE CATHOLIC DIOCESE OF SANDHURST

Position title: Project Accountant	Location: Catholic Diocese of Sandhurst, Bendigo
Reports to: Director of Finance and Operations	Employment Status: Permanent full time

The Organisation:

The Diocese of Sandhurst through its ministries and agencies is at the service of the people of God, proclaiming the Gospel of Jesus Christ in their communities and daily lives.

Presided over by the Bishop of Sandhurst, the Diocese comprises around 90,000 Catholics and a wide variety of people, cultures, and ministries, providing services and support to 40 parishes and 56 schools through pastoral, educational, social welfare, and administrative support.

The Role:

On offer is a fantastic opportunity for an experienced Financial / Management Accountant.

- Be part of a small, friendly team committed to the effective financial management of the Catholic Diocese of Sandhurst.
- Use your relevant skills and experience to assist the Director in undertaking and administering a broad range of accounting and financial services for the Diocese and its parishes.
- Create an impact in a short time, be a part of the overall management of the Diocese, assisting parishes and other key stakeholders achieve their financial goals and objectives through the delivery of best practice and quality advice.
- Flexible/hybrid work options considered.
- The position is located close to the Bendigo CBD - free onsite parking available.

Key Requirements:

Your general responsibilities will include all aspects of financial reporting, financial management, management accounting, cash flow management, compliance, and various other accounting related duties. In addition, you will contribute a high-level of advice on management accounting matters to assist in enabling informed decision making across the Diocese of Sandhurst.

To be successful in this role, we are looking for someone who has:

Effective, efficient, and accurate financial / management accountant experience

Demonstrated knowledge of Australian Accounting Standards, legislation, and the Not-for-Profit sector

Demonstrated initiative, enthusiasm, self-motivation, and drive

The ability to prioritise and control workload arising from a large client base

Prior leadership / management exposure with the ability to coach and mentor staff

Good interpersonal skills with the ability to communicate clearly and concisely both written and verbal

Sound technical accounting knowledge with the ability to question and interpret results and seek answers that appropriately justify the results

The ability to work in a team, actively contributing to decision making yet also work autonomously as required



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An understanding of and willingness to work within the Catholic ethos

Skills and Experience:

You will need to have a relevant qualification in Commerce / Finance with CA / CPA qualifications highly desirable.

This is an excellent opportunity for a qualified individual who is motivated to work within the Church environment and has exemplary service delivery skills working with diverse and complex stakeholders.

For a more detailed overview of the role, please refer to the attached **Position Description**.

Application Process: Applications including a covering letter addressing the “Key Requirements” of the position, as listed above, together with your resume, should be sent to hr@sandhurst.catholic.org.au by **5:00 p.m., Friday, 25th November 2022**.

For further information relating to the position, contact Garry Dewhirst, Human Resources Officer on the above email or by telephone on (03) 5445 3625.

The Diocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults. It has a zero tolerance of any abuse to children.

Position Description below.





POSITION DESCRIPTION

POSITION TITLE:	Project Accountant
SALARY SCALE:	Level 5
REPORTS TO:	Director Finance & Operations
FULL TIME EQUIVALENT:	Full-Time
HOURS PER WEEK:	Thirty-Seven and a Half Hours (37.5)
LOCATION:	Bendigo Victoria
AUTHORISED BY:	Business Manager

Primary Objectives

The Project Accountant is a dynamic role providing a wide range of financial and systems expertise to the Catholic Diocese of Sandhurst (“the Diocese”). The Project Accountant will assist the Director of Finance & Operations in fulfilling the Diocese’s strategic financial objectives.

Major Accountabilities

The Project Accountant will:

- Assist with the delivery of key project initiatives for the Diocese including parish financial & census program, risk management framework & internal controls, and insurance management framework.
- Support and maintain the Diocese’s finance and accounting functions including income management, budgeting, forecasting, and reporting.
- Review, analyse and report on financial performance, budgets, forecasts, and other financial and performance metrics to provide input to financial reports.
- Develop and evolve insightful reporting and analysis, highlight risks and opportunities and present findings using data visualisation approaches via reporting system.
- Prepare financial reports & statements including written reports to the various Diocesan Committees.
- Promote and support continuous improvement of the financial systems and processes including the internal audit function.
- Provide advice and guidance on accounting and risk related issues.
- Prepare business cases and develop new proposals on behalf of the Diocese.
- Input to the statutory reporting processes and lodgement of compliance information to external authorities.

Organisational Environment

The mission of the Diocese is to proclaim the Reign of God and continue the mission of Jesus, under the direction and inspiration of the Holy Spirit. The values of peace, forgiveness, justice, love, and healing which Christ lived and modelled in his own ministry are the same values of the Diocesan community. The Diocese contributes to the life and mission of the Catholic community in Australia.



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The Diocese is a child safe and equal employment opportunity employer. It has a zero- tolerance of any abuse to children; it encourages applications from Aboriginal and Torres Strait Islander peoples and people from culturally and/or linguistically diverse backgrounds.

The Chancery is responsible for the support of the Bishop of Sandhurst, as well as the provision of administrative and financial support services to the Diocese.

The Project Accountant is accountable to the Director of Finance and Operations for the key accountabilities of the position.

Safety of Children and Vulnerable Adults

- Ensure compliance with the Catholic Diocese of Sandhurst commitment to best practice in the care and safety of children and vulnerable adults.
- Every person involved in the Catholic Church has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- Understand the process for reporting allegations or concerns of possible abuse.

Risk and Occupational 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 occupational health and safety and risk mitigation processes within your workgroup.
- Comply with Diocesan occupational health and safety practices.
- Identify, report and where appropriate, action risks/hazards to eliminate or mitigate against the risk recurring.
- Participate in the consultative processes provided by the organisation.

Key Communications

Effective communication with stakeholders is a key requirement for the role.

The Diocesan Communication framework seeks to achieve a cooperative and cohesive working environment across the Diocese. As a representative of the Diocesan Senior Leadership Team the Project Accountant's scope of communications extends to the following entities:

- **Director of Finance and Operations** - for direction of day-to-day operations
- **Chancery** – to ensure a coordinated approach to the efficient delivery of financial, administrative and information technology services.
- **Diocesan Development Fund** – Input to the operational performance of the fund and maintaining compliance with the rules and regulations.
- **Priests Retirement Foundation** - Input to the management and financial accounting functions and compliance with the rules and regulations.
- **Parishes** – provide financial guidance and support to assist with the Systems, operational and reporting requirements of parishes.
- **Aspire Cultural & Charitable Foundation** – Input to the management and financial accounting functions and compliance with the rules and regulations.



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Accountability (Independence and Influence)

The Project Accountant will make all decisions that fall within the established policies and procedures.

The Project Accountant will refer all decisions to the Director of Finance and Operations that are outside established policies and procedures and beyond the scope of the position.

Job Environment

The Project Accountant works within defined processes and standard procedures which are defined by professional standards and legislative compliance requirements.

Reasoning

The Project Accountant works within clear rules and precedent, and policy guides the course of action. There is scope for analysis of alternatives in decision-making.

Challenges

The Project Accountant will require excellent time management and organisational skills to provide financial services in a timely manner. They will be challenged to:

- Adhere to deadlines (e.g., end of month reporting, project reports and milestones).
- Maintain the required levels of accuracy and attention to detail (e.g., input of transactions into financial system, grammatical accuracy of written report, presentation of reports); and
- Prioritisation of workload and the need to multitask.

Knowledge, Skills, and Experience

- An understanding of and willingness to work within the Catholic ethos.
- Degree qualified, together with CA/CPA qualification.
- Have at least 10 years' experience in a senior executive position or the equivalent
- High level IT skills with exposure to Microsoft Office applications, financial accounting packages (i.e., MYOB, Xero) and management information systems (i.e., Business Objects)
- Proven experience in strategic planning and implementation to achieve organisational goals.
- Previous experience in staff supervision and the ability to delegate work to team members with the most appropriate skill set.
- Ability to provide leadership.
- Excellent written, verbal communication and interpersonal skills, with a strong commitment to service.
- High level of accuracy and attention to detail.
- Excellent time management skills.

Position Impact

The Project Accountant does not supervise other staff positions or directly control a budget but does have the opportunity to contribute to both the strategic direction and outcomes for the Chancery and Diocese. The Project Accountant will be responsible for tracking and reporting on the financial aspects of projects as they progress such as expenses, cost savings, billing, and budget.

Annual review

The position and incumbent will subject to a formal annual performance review against key performance indicators and to establish future goals and objectives.



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Criminal Screening and Working Rights

The successful candidate **MUST** provide:

1. a current **Police Record Check**, and
2. **Working with Children Check**, and
3. hold **valid Australian working rights**.

Selection Criteria / Key Requirements:

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To be successful in this role, we are looking for someone who has:

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- Demonstrated knowledge of Australian Accounting Standards, legislation, and the Not-for-Profit sector.
- Demonstrated initiative, enthusiasm, self-motivation, and drive.
- The ability to prioritise and control workload arising from a large client base.
- Prior leadership / management exposure with the ability to coach and mentor staff.
- Good interpersonal skills with the ability to communicate clearly and concisely both written and verbal.
- Sound technical accounting knowledge with the ability to question and interpret results and seek answers that appropriately justify the results.
- The ability to work in a team, actively contributing to decision making yet also work autonomously as required.
- An understanding of and willingness to work within the Catholic ethos.

POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed, and fully understand the content of this position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

Name _____

Signature _____

Date ____/____/____