



POSITION DESCRIPTION

POSITION TITLE:	Finance Officer / Bookkeeper
REPORTS TO:	Senior Accountant
FULL TIME EQUIVALENT:	Full-Time (37.5 hours per week)
LOCATION:	Bendigo, Victoria

Primary Objective

The Finance Officer supports the effective delivery of financial services across the Catholic Diocese of Sandhurst (CDOS) by providing accurate, timely and efficient bookkeeping, finance administration and transactional processing services. Reporting to the Senior Accountant, the role is responsible for maintaining accurate financial records, processing financial transactions and providing responsive support to the Finance team, parishes and other Diocesan stakeholders.

The Finance Officer plays an important role in ensuring the day-to-day financial operations of the Diocese are delivered efficiently and in accordance with Diocesan policies, accounting standards and legislative requirements. The role contributes to maintaining strong financial controls, reliable financial information and high-quality customer service while supporting the mission and stewardship responsibilities of the Diocese.

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.

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

The Chancery supports the Bishop of Sandhurst and provides corporate, financial and administrative services to parishes, ministries and Diocesan entities.



Key Accountabilities

1. Financial Transaction Processing

- Process accounts payable and accounts receivable transactions accurately and within required timeframes.
- Raise invoices, process supplier payments and maintain debtor records.
- Process receipts, banking transactions and general ledger journals.
- Reconcile bank accounts, credit cards and other balance sheet accounts.
- Maintain accurate financial records and supporting documentation.
- Assist with maintaining fixed asset registers and finance records.

2. Finance Administration

- Prepare routine financial reports, reconciliations and supporting documentation.
- Assist with month-end and year-end finance processes.
- Support the preparation of audit documentation and statutory reporting requirements.
- Maintain finance filing systems and ensure accurate record management.
- Respond to finance enquiries from parishes, clergy, ministries and other stakeholders.
- Provide administrative support to the Finance team as required.
- Assist with maintaining finance procedures and identifying opportunities to improve administrative efficiency.

3. Compliance and Risk

- Ensure financial transactions comply with Diocesan policies, delegations and internal controls.
- Maintain confidentiality of financial and personal information.
- Assist in identifying discrepancies or financial risks and escalate issues to the Senior Accountant.
- Observe safe work practices and comply with Occupational Health and Safety requirements.
- Participate in continuous improvement, risk management and compliance activities.

4. Collaboration and Customer Service

- Build positive working relationships with Finance team members and stakeholders across the Diocese.
- Liaise professionally with suppliers, banking institutions, contractors and service providers.
- Provide courteous, timely and responsive customer service.
- Work collaboratively to support the effective delivery of finance services across the Diocese.

Safety of Children and Adults at Risk

- Ensure compliance with the Catholic Diocese of Sandhurst commitment to best practice in the care and safety of children and adults at risk.
- 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 persons, particularly children and adults at risk are at the forefront of all they do and every decision they make.
- Understand the process for reporting allegations or concerns of possible abuse.



Job Competencies (Skills & Experience)

The successful applicant will demonstrate:

- Certificate IV in Accounting and Bookkeeping, Diploma of Accounting, or equivalent experience (tertiary qualifications in accounting or business will be well regarded).
- Experience in bookkeeping, accounts administration or a finance support role.
- Sound understanding of accounts payable, accounts receivable, banking and reconciliations.
- Experience using accounting software (Xero) and Microsoft 365 applications, particularly Excel.
- High level of accuracy with excellent attention to detail.
- Strong organisational and time management skills with the ability to manage competing priorities.
- Well-developed written and verbal communication skills.
- Ability to work within established procedures while exercising initiative when appropriate.
- Commitment to maintaining confidentiality and handling sensitive information professionally.
- An understanding of, and willingness to support, the Mission, Values and ethos of the Catholic Diocese of Sandhurst.

Personal Competencies (Attributes)

The successful applicant will consistently demonstrate:

- Integrity, honesty and professionalism.
- A positive, collaborative and team-oriented approach.
- Strong customer service focus and commitment to supporting stakeholders.
- Reliability and accountability in completing work accurately and on time.
- Initiative and willingness to learn new systems and processes.
- Adaptability and flexibility in responding to changing priorities.
- Strong organisational skills and attention to detail.
- Effective interpersonal skills and the ability to build positive working relationships.
- Commitment to continuous improvement and professional development.
- Commitment to workplace safety, risk management and compliance with organisational policies and procedures.

Criminal Screening and Working Rights

The successful candidate **MUST** provide:

1. A current **Police Record Check** and,
2. **Evidence of their Right to Work** in this location.
3. A current **Working with Children Check** is required.