**Catholic Development Fund Position Description**

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| **Position title** | Finance, Risk & Administration Officer |
| **Department** | Finance, Risk and Administration |
| **Reports to** | EM Risk & Compliance – Finance, Risk and Administration |
| **Number of direct reports** | Nil |
| **Location** | St Patrick's Centre, 486 Albert Street, East Melbourne, Vic 3002 |
| **Position Status** | Full time - Ongoing |

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| **Position purpose** |
| Reporting to the Executive Manager Risk & Compliance the Finance, the Finance Risk & Administration Officer provides support to the Finance, Risk and Administration teams. This includes varied administration tasks which supports financial controls and reconciliations, and risk management system updates and maintenance.  The Finance, Risk and Administration Officer will partner with Executive Managers across the Finance, Risk and Administration team to provide support across the various functions, thereby gaining a departmental wide view and experience. |

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| **Department Overview** |
| The Finance, Risk and Administration Department at CDF is responsible for the accounting, treasury, liquidity, cashflow management, risk management and lending operations support. In addition, the department oversees second line risk and information security management. |

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| **Organisational Description** |
| **Catholic Development Fund (CDF)** is here to help put faith into action. We do this through the delivery of financial solutions that balance margin and mission, for the common good.  Since 1956, CDF has been supporting communities and continually improving an approach that allows us to provide a unique level of support across our footprint of Catholic primary and secondary schools, parishes and more recently healthcare and social service providers.   Our primary role is to support the work of Catholic organisations. While this work is increasingly complex and the demand for services grows, the needs of Catholic organisations can’t always be met by the traditional banking sector. However, our values-based approach to lending, backed by our rigour and professionalism as a financial organisation, allows CDF to give Catholic organisations every possible chance to put their faith into action.  **Our Mission**  **CDF** supports the mission of the Church by helping to build Christ-centred, redemptive and transformative communities in the Archdiocese of Melbourne, Diocese of Sale and Diocese of Bunbury. We do this by pooling the savings of the Catholic community to fund the constructions of schools, parishes, hospitals, aged care and social service facilities. |

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| **CDF Employee Values** |
| **CDF** is practically tasked with the provision of capital to Catholic organisations to support their growth and it does so consistent with the mandate above.  The manner in which CDF seeks to undertake its work is also guided by scripture. The following scripture have been identified as particularly relevant:   * **Care for others** – *‘I give you a new commandment: love one another; you must love one another just as I have loved you. It is by your love for one another, that everyone will recognise you as my disciples.’* John 13:34-35 * **The importance of wealth** – *‘Do not lay up for yourselves treasures on earth, where moth and rust destroy and where thieves break in and steal, but lay up yourselves treasures in heaven, where neither moth nor rust destroys and where thieves do not break in and steal. For where your treasure is, there your heart will be also.’* Matt 6:19-21 * **Sharing wealth** – *‘And the crowds asked him, “What then shall we do? And he answered them, “Whoever has two tunics is to share with him who has none, and whoever has food is to do likewise.”* Luke 3:10-11 |

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| **Key Accountabilities** |

* Assist the Executive Manager, Financial Control, with reconciliations and other financial controls.
* Assist with accounts payable/ receivable during periods of annual leave.
* Assist the Executive Manager, Risk & Compliance with updates to compliance related registers (e.g., Risks, Audit, Obligations, Controls, Incidents and Breaches, Complaints, Conflicts of Interest, Training, Gifts and Declarations)
* Assist with the ongoing maintenance of an Enterprise Risk Management System.
* Assist with Risk and Compliance reporting, including Board/ Committee reports.
* Take reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.
* Support other activities in Finance, Risk and Administration as required.

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| **Job Competencies (Skills)** |

**Professional/Technical Knowledge –** Technically excellent with strong regulatory knowledge, ideally experience creating risk frameworks). Systems savvy with strong excel skills.

**Analytical Thinking -** Uses facts and available information to develop logical assumptions. Discriminates between important and unimportant details, recognizes inconsistencies between facts and/or data, and draws correct inferences from information (includes differentiating, comparing, contrasting, linking, researching).

**Organising and Planning** - Generating results by assuming responsibility for one's performance. Planning and prioritising work to meet commitments aligned with organisational goals, timelines and reporting.

**Problem Solving** - Asks good questions and probes all sources for answers; sees underlying or hidden patterns; looks beyond the obvious and doesn't stop at the first answers. Uses rigorous logic and methods to analyse and understand why problems occur; generates and implements creative, cost effective and realistic solutions.

**Creativity and Innovation** - Identifying new and better ways of working for the organisation to be successful.

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| **Personal Competencies (Attributes)** |

**Conceptual and Analytical Ability -** Seeing ahead to future possibilities and translating them into breakthrough strategies. Looks for better ways of doing things.

**Detail Focus –** Ability to produce high quality work and accurate results to improve productivity, reliability, and performance.

**Confidentiality and Professionalism -** Experience in dealing with confidential information and demonstrated capacity to always maintain confidentiality and professional standards of behaviour.

**Works with Integrity -** High level of integrity, honesty, and confidentiality, with an awareness and appreciation of Catholic Social Teaching.

**Relationship Building –** Develops and maintains effective working relationships at all levels within the organisation, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne and its partners including auditors and financial regulators by effectively building formal and informal relationship networks inside and outside the organisation.

**Communication written and verbal -** Expresses ideas effectively in individual and group situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience.

**Flexibility and Adaptability -** Maintains effectiveness in varying environments and with different tasks, responsibilities, and people, adjusts quickly to changing priorities in a fast paced, high volume work environment.

**Teamwork/Collaboration -** Works effectively with the team to accomplish organisational goals. Takes actions that respects the needs and contributions of others. Shares expertise and successes with others. Cooperates with team members to resolve problems and achieve goals.

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| **Key Selection Criteria** |

* Demonstrated experience in risk, compliance, or assurance-related activities
* Ensuring day-to-day operations including systems, service, advice, and support are provided in a professional and timely manner.
* Self-driven, inquisitive, highly motivated, adaptable, enthusiastic, problem solver and willing to learn.
* High level of attention to detail, quality, and accuracy.
* High level of integrity, honesty, and confidentiality.
* Sound time-management skills and ability to prioritise.
* Excellent interpersonal, verbal, and written communication skills.
* Proven ability to develop effective stakeholder relationships both internally and externally.
* Proven ability to work independently and proactively work with others to achieve organisational goals.

**Desired experience/Qualifications**

* A Bachelor’s degree in Accounting, Finance, Commerce, Risk Management or relevant discipline is essential
* Minimum 1-2 years relevant work experience i.e. mutual banking experience would be well regarded

**Please note**: To be eligible to apply of this role you must hold full working rights in Australia.

**Pre- employment screening requirements**

The Catholic Archdiocese of Melbourne is committed to the safety, wellbeing and dignity of all children and vulnerable adults. It is a requirement across our organisation that all clergy, employees and volunteers have the following:

* A valid National Police Records Check
* A valid Working with Children Check.
* Qualification Check (where a mandatory qualification is required)