



CATHOLIC ARCHDIOCESE
OF MELBOURNE

Position Description

Title:	Parish Financial Services Manager
Department:	Finance
Location:	486 Albert St, East Melbourne
Employment Status:	Full Time
Reports to:	Chief Financial Officer
Number of direct reports:	2

Position Purpose

The Parish Financial Services Manager is responsible for providing financial guidance, support, and oversight to parishes within the Archdiocese of Melbourne. Working in a collaborative and partnership-oriented manner, this role ensures that parish financial operations are managed efficiently, transparently, and in alignment with the mission and values of the Catholic Church.

The Parish Financial Services Manager acts as a key resource for parish priests, administrators, and finance committees, fostering a relationship of trust and mutual support to strengthen the financial sustainability and stewardship of parish resources.

Department Overview

CAM's finance function seeks to provide the efficient management of financial resources to ensure sustainability and viable growth over the long term. The department is responsible for financial reporting and tax compliance, treasury and cash management, financial planning and capital budgeting of CAM and other related entities, including Roman Catholic Trust Corporation (RCTC), Corpus Christi, MACF and Catholic Theological College/Mannix Library.

Organisational Description

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

Key Accountabilities

Financial Advisory & Support

- Provide expert financial advice to parish priests, administrators, and finance committees on budgeting, cash flow management, and financial planning.
- Assist parishes in preparing and managing annual budgets and financial forecasts.
- Offer tailored solutions to address the unique financial challenges faced by individual parishes.
- Support parishes in developing financial strategies that align with their pastoral mission and long-term sustainability.

Collaboration & Relationship Management

- Build and maintain strong, collaborative relationships with parish leadership teams, fostering trust and open communication.
- Act as a liaison between the Archdiocesan Finance Office and parishes, ensuring alignment on financial policies, procedures, and best practices.
- Facilitate regular meetings and training sessions with parish staff and finance committees to enhance financial literacy and capacity.
- Provide pastoral sensitivity in addressing the financial needs and concerns of parish communities.

Financial Compliance and Oversight

- Ensure that parishes comply with Archdiocesan financial policies, accounting standards, and regulatory requirements.
- Assist parishes in preparing financial reports, including income statements, balance sheets, and cash flow statements.
- Monitor parish financial performance, identify risks, and recommend corrective actions where necessary.
- Coordinate internal audits and provide guidance on audit recommendations to improve financial governance.

Parish Operations Support

- Support parishes in managing day-to-day financial operations, including payroll, accounts payable/receivable, and banking relationships.
- Assist with the implementation of financial management systems and tools to streamline parish operations.
- Provide guidance on property management, capital projects, and major expenditure decisions, ensuring financial viability and compliance.

Stewardship & Resource Management

- Promote responsible stewardship of parish resources, emphasizing transparency, accountability, and alignment with Church values.
- Support parishes in fundraising initiatives, grant applications, and donor engagement strategies.
- Provide advice on investment strategies and endowment management to enhance long-term financial stability.

Other

- The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.

- Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

Job Competencies – (skills)

- Appropriate Tertiary Qualifications.
- Professional Accounting Membership.
- Minimum of [5-7] years of experience in financial management, preferably in a non-profit, faith-based, or parish environment.
- Strong understanding of financial management, budgeting, and financial analysis.
- Strong computer skills including use of finance systems and Microsoft Office.
- Proven Experience in Not-for-Profit Sector.
- National Police record and Working with Children Checks (essential).

Personal Competencies – (attributes)

- **Collaboration:** Ability to build strong, positive relationships with parish leaders, fostering a spirit of partnership and mutual support.
- **Pastoral Sensitivity:** Demonstrated ability to navigate financial discussions with empathy, respect, and an understanding of the pastoral context.
- **Communication:** Excellent verbal and written communication skills, with the ability to convey complex financial information to non-financial stakeholders.
- **Problem-Solving:** Strong analytical and problem-solving skills, with the ability to provide practical and context-specific solutions.
- **Leadership:** Ability to guide and influence parish finance committees and staff toward effective financial management.
- **Integrity:** Commitment to ethical financial practices and the mission and values of the Catholic Church.

Key Selection Criteria

- Appropriate Tertiary Qualifications.
- Professional Accounting Membership.
- Minimum of [5-7] years of experience in financial management, preferably in a non-profit, faith-based, or parish environment.
- Strong computer skills including use of finance systems.
- Experience working in a collaborative, advisory capacity with diverse stakeholders.
- Familiarity with Church structures, canon law (as it relates to finance), and parish operations is highly desirable.

Position Description Acknowledgement

By signing my contract, I acknowledge that I have received, reviewed and fully understand the position description for Parish Financial Services Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: [insert name] Date: ____/____/____

Employee Signature: _____