**POSITION DESCRIPTION**

**Position Title:** Stewardship Coordinator / Finance Officer

**Location:** Brunswick Moreland Catholic Community (Located 287 Sydney Rd, Brunswick)

**Employment Status:** 0.8 FTE (Permanent Part-time)

**Reports to:** Parish Priest

**POSITION PURPOSE**

The Stewardship Coordinator enhances the quality of service provided by the Brunswick Moreland Catholic Community(BMCC) to the Parishes of BMCC and local community, wider stakeholder groups and the Archdiocese.

The purpose of the Stewardship Coordinator is to actively steward the Parish and take responsibility for the day to day financial and asset management for the Parish.

The role of the Stewardship Coordinator is a facilitating one between the Parish Priest, Parishioners, Schools & CAM Support Service Departments, such as Administration, Information Technology, Accounting, Building & Property and Human Resources.

The aim is to support Priest by identifying and addressing operational and strategic needs of the Parish.

**KEY ACCOUNTABILITIES**

**Financial**

* Overseeing the Parish Thanksgiving/Stewardship Program
* Overseeing End to end Accounts Payable and Accounts Receivable
* Raising invoices and following up any overdue balances
* Coordinating and working together with the Parish Accountant
* Preparing reports/budgets for Finance Committee and attending Finance committee meetings as required.
* Support the payroll process and liaise with CAM Payroll
* Overseeing the PACM system
* Any other financial/payroll related task as directed by the Parish Priest
* Other tasks as directed by the Parish Priest

**Asset and Property Management.**

* In collaboration with the Parish Property and Facilities Manager to overseeing and Manage Parish Assets
* In collaboration with the Parish Property and Facilities Manager to oversee planning, development, and maintenance for all Parish Assets
* Strategically look for opportunities to best utilise Parish Assets

**SKILLS FOR SUCCESS**

* Experience in managing Accounting and Accounting software packages
* Experience in Property management
* An understanding of the function of Payroll and the relationship to Industrial legislation such as (Awards, National Employment Standard, Superannuation Guarantee etc.)
* Experience in supporting payroll
* Proficiency in Accounting Software packages
* Familiarity with the Software package “PACM”

**PERSONAL ATTRIBUTES**

* Respect for the mission, identity and core values of the Parish community, hospitality and service to all who engage with the parish
* Understanding of the churches teaches and ability to incorporate in their daily activities
* Ability to recognise when something doesn’t look right and put corrective actions in place
* An enjoyment of proactive continuous improvement – always looking for better ways of doing things
* A strong sense of pride around efficiency and quality (accuracy) of delivery
* The ability to build positive and collaborative relationships with other employees
* Openly seeks feedback on own performance with a willingness for personal development
* A strong focus on ensuring all employees at the Parish work in a Healthy Safe environment both physically and psychologically
* A high level of integrity, honesty and confidentiality

**OTHER REQUIREMENTS**

* Working with Children Check
* Police Check

**INTEGRITY IN THE SERVICE OF THE CHURCH**

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

**1. Are committed to justice and equity**

**2. Uphold the dignity of all people and their right to respect**

**3. Are committed to safe and supportive relationships**

**4. Reach out to those who are poor, alienated and marginalised**

**5. Strive for excellence in all their work**

**POSITION DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed, and fully understand the position description for Stewardship Coordinator/Business 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**