

## Catholic Development Fund Position Description

<b>Position title</b>	Risk & Compliance Analyst
<b>Department</b>	Finance, Risk and Administration
<b>Reports to</b>	EM Risk & Compliance – Finance, Risk and Administration
<b>Number of direct reports</b>	N/A
<b>Location</b>	East Melbourne

### Position purpose

Reporting to the Executive Manager Risk & Compliance the Risk & Compliance Analyst contributes to the implementation, and continued improvements of CDF's Enterprise Risk Management Systems incorporating compliance and governance.

This role is key in providing adequate support to the Business in establishing sound practices for risk management including the design and testing of control frameworks, management of compliance obligations, including those relating to AML & CTF, and the co-ordination of routine compliance training to all staff.

The Risk & Compliance Analyst will partner with key stakeholders across the business, including External and Internal Audit teams.

### Position responsibilities

- Update and oversight of all compliance related registers (e.g. Incidents and Breaches, Complaints, Conflicts of Interest, Training, Gifts and Declarations)
- Assist with the rollout and ongoing maintenance of an Enterprise Risk Management System for CDF.
- Conduct risk-based reviews to provide assurance that controls are designed and operating effectively to mitigate CDF's key risks.
- Provide risk and compliance training and guidance to staff
- Assist with the development and review of compliance policies and procedures
- Conduct assurance activities to ensure compliance with CDF's AML& CTF Program and the AFSL Compliance Plan.
- Assist with regulatory lodgements and communications
- 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.

### Position requirements

<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>• <b>Achieving Objectives</b> – Generating results by assuming responsibility for one's performance and the correctness of one's interventions, recognising opportunities and acting efficiently, at the appropriate moment and within the given deadlines.</li> </ul>
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	<ul style="list-style-type: none"> <li>• <b>Analysing</b> – Gaining insight into cause and effect relationships by assessing the available information in a critical and rational manner and by differentiating the essential from the incidental.</li> <li>• <b>Problem Solving</b> – Responding to and controlling unexpected situations by evaluating possible solutions based on experience and knowledge and by taking the initiative to implement the best solution.</li> <li>• <b>Relationship Building</b> – Ability to build and maintain relationships with both internal and external stakeholders</li> <li>• <b>Analytical and conceptual thinking</b> – Able to decompose high level information into details, abstract up from low level information to a general understanding</li> </ul>
Skills/Qualification	<ul style="list-style-type: none"> <li>• Sound time-management skills and ability to prioritise.</li> <li>• Excellent interpersonal, verbal and written communication skills.</li> <li>• Creative, driven, enthusiastic, problem solver and willing to learn</li> <li>• High level of attention to detail, quality and accuracy.</li> <li>• Confidence to interact with a broad range of stakeholders including Senior Executives</li> <li>• Proven ability to proactively work with others as part of a team to achieve organisational goals</li> <li>• High level of integrity, honesty and confidentiality</li> <li>• Previous experience working with an Enterprise Risk Management system would be highly regarded.</li> </ul> <p>Essential</p> <ul style="list-style-type: none"> <li>• A Bachelor's degree or 1-2 years relevant work experience</li> </ul>
Key Stakeholders	<p>Internal</p> <ul style="list-style-type: none"> <li>• CDF Departmental Managers</li> <li>• Finance, Risk and Administration team</li> </ul> <p>External</p> <ul style="list-style-type: none"> <li>• External Auditors</li> <li>• Internal Auditors</li> <li>• Regulators</li> </ul>

### CDF's employee values

**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  
*'Jesus looked up and saw the rich putting their gifts into the offering box, and he saw as poor widow put in two small copper coins. And he said "Truly, I tell you, the poor widow has put in more than all of them. For they all contributed out of their abundance, but she out of her poverty put in all she had to live on".'* Luke 21:1-4