



<b>POSITION TITLE</b>	Finance Officer
<b>SERVICE AREA</b>	Finance and Administration
<b>DIRECTORATE</b>	Enterprise
<b>REPORTS TO</b>	Financial Accountant
<b>CLASSIFICATION</b>	Officer 2
<b>DATE APPROVED</b>	December 2016

## Role Purpose

As part of the evangelising mission of the Catholic Church in the Diocese of Parramatta, the Finance Officer is accountable for delivering day-to-day financial transactional support to the head office departments and Diocese Schools.

## Key Accountabilities

### FUNCTION SPECIFIC ACCOUNTABILITIES

The Finance Officer is accountable for:

- Delivering operational finance support, processing financial transactions and ensuring accuracy of data and compliance reporting.
- Assisting in the management and monitoring of Capital and Infrastructure and Early Learning and Care Services.
- Reconciliation of general ledger and financial data between systems.
- Provide support to Accounts Payable and Accounts Receivable
- Developing, implementing and reviewing finance procedures and processes

### LEVEL SPECIFIC ACCOUNTABILITIES

#### Catholic ethos

- Be supportive of the ethos of the Catholic Church
- Participate in staff liturgical and formation opportunities

#### Team contribution

- Understand and contribute to the delivery and continuous improvement of relevant strategic initiatives and operational plans
- Deliver and report on day-to-day performance and accountabilities to ensure effective and efficient service delivery.
- Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of CEDP

#### Risk and compliance

- Contribute and adhere to policies and processes within CEDP
- Identify and report risks and where possible propose appropriate mitigation strategies

## Required Standards

The standards and expected level of proficiency are integral to the role and will be used as the basis for assessment of suitability and performance.

Standards Framework			
Standard group		Standard name	Expected level of proficiency
Behavioural competencies	Individual	Self-Development / Continuous learning	P
		Adaptability	P
	Interpersonal	Collaboration and communication	P
		Responsibility and ownership	P
Analytical	Planning, organising and problem solving	P	
Leadership competencies	Leadership	Delegation	N/A
		People development	N/A
		Leading a team	N/A
		Understanding of the organisation's mission	P
		Strategic positioning	N/A
Technical / Functional competencies	Technical / functional	Attention to detail	S
		Knowledge & application of Policies, Procedures, and Processes	P
		Knowledge & application of Industry, Emerging Trends and good practice	P

**Key:** P = Proficient, S = Skilled, A = Advanced, E = Expert

## Typical Experience and Qualifications

- Qualifications in the relevant area of study (minimum Cert III)
- Demonstrated experience and understanding of accounting principles, practices and procedures
- Advanced Excel skills
- Experience in windows based Finance systems including electronic purchase orders and workflow approvals

Catholic Education Diocese of Parramatta is a modern working environment that requires the agility of staff to respond to a changing educational context and the needs of our communities. CEDP may amend the duties and responsibilities of staff in accordance with changing circumstances and business needs.