

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE: Manager: Finance and Accountability
TEAM LEADER: Assistant Director: Business Services
TEAM: Business Services
DATE: June 2022

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is a company limited by guarantee, created to govern 58 schools located across Western Victoria. DOBCEL and its administrative arm, Catholic Education Ballarat (CEB) work together to support the leadership of all Catholic Primary and Secondary schools, to promote Catholic identity, to deliver quality learning, provide effective stewardship and nurture respectful and trusting relationships with the community.

The Executive Director of Catholic Education Ballarat acts with a delegation from the Bishop of Ballarat to organise, administer, support and service all matters related to DOBCEL Schools and Catholic Education Ballarat.

Our Vision

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

Our Mission

We journey towards this vision through:

- proclaiming and witnessing the Good News of Jesus Christ;
- ensuring quality learning that promotes excellence and fosters the authentic human development of all;
- living justly in the world, in relationship with each other and in harmony with God's creation;
- exploring, deepening and expressing our Catholic identity in diverse ways;
- enabling each one of us to reflect more fully in the image of God.

Role Purpose

This role acts as a close advisor to the Assistant Director: Business Services and requires experience to continuously develop and improve financial processes, policies and accountability requirements for CEB and DOBCEL. Providing strategic advice and direction based on solid financial analysis, and existing commercial acumen, this position leads a team of Business Services Advisors, and Finance and Payroll Officers.

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Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs.

This role will:

- support the ethos, values and mission of Catholic Education;
- monitor, facilitate and oversee CEB financial and administrative services to schools;
- oversee CEB and DOBCEL financial processes (including budget preparation, monitoring and reporting, including year-end consolidation);
- manage and distribute Government grants to diocesan primary schools;
- work with the Manager: Assurance and Risk to oversee compliance and financial risk management including management of diocesan school and DOBCEL audits;
- undertake a cyclic review of diocesan finance and administrative policies;
- arrange accountability statements for Government funded programs, as required.

Skills, Capabilities and Key Selection Criteria

To be successful in this role the employee needs to have the following skills and capabilities:

- proven experience in managing and working effectively in a team;
- values driven finance management experience, with a hands-on approach and the ability to think and operate at a strategic level;
- high level of proficiency using the Microsoft Office suite of products, especially in Excel, and the ability to use these skills to seek continuous process improvement and automation, as well as facilitate and support decision making processes;
- high level of proficiency in using accounting packages;
- excellent communication skills (both written and verbal).

Essential Requirements

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission;
- Accounting Degree or relevant qualification;
- current Victorian or National Police Check;
- current Working with Children Check (if not VIT registered);
- full mandatory vaccination requirements;
- current Victorian Driver's Licence.

Responsibilities of all Catholic Education Ballarat Employees

Safeguarding of Children and Young People

All DOBCEL employees must:

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct and the CECV Commitment to Child Safety;
- take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

Health and Safety

DOBCEL is committed to providing a work environment that is safe and free of risks to health.

To achieve this all employees must:

- take reasonable care for their own health and safety and the safety of others;
- provide all relevant information regarding any medical condition that may require Emergency Services to be called; or that could impact on their ability to perform their duties;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace;
- report all hazards and incidents as required.

Partnering and Communication

All employees have a responsibility to demonstrate positive and effective communication.

To achieve this all employees must:

- promote a culture of partnering and collaboration;
- ensure appropriate and professional language is demonstrated in every interaction;
- provide timely support to maintain teamwork;
- maintain effective and professional relationships with all internal and external stakeholders.

Performance and Professional Development

All employees have a responsibility to undertake continuous professional development.

To achieve this all employees must:

- participate in regular team meetings as required;
- develop individual action and development plans, aligned to organisational and role priorities;
- participate in performance review processes as required;
- complete all mandatory training required as an employee of DOBCEL;
- comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory and professional body;
- continuously update knowledge appropriate to the role.

Policy

- All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.