

**Catholic Diocese of Bathurst
Diocesan Agencies Business Manager**

Date: November 2018
Role: Diocesan Agencies Business Manager
Incumbent:
Responsible to: Director, Centacare Bathurst and Diocesan Financial Administrator

PURPOSE OF THE ROLE

The role exists to support the financial operations of the Centacare, as well as other Diocesan agencies as required.

The role is responsible for financial and annual statutory reporting and compliance, the provision of financial and administrative support, and the implementation of financial policies across Centacare and the Chancery.

It also manages the supervision of payroll functions, office management and administration functions.

KEY AREAS OF ACCOUNTABILITY

1. To actively promote the vision and mission of the Diocesan agencies by:

- a) Strengthening their roles as an instrument of evangelisation.
- b) Modelling the values inherent in Christ's teaching.
- c) Offering collaboration and good stewardship in the support of their financial operations.

2. To contribute to the effectiveness of Centacare by:

- a) Developing work-plans, action plans and reports as required to support the Centacare Director, Diocesan Financial Administrator and the various advisory councils in the governance and management of the Diocesan agencies.
- b) Preparation of consolidated and detailed agency and program financial reports monthly, quarterly, annually.
- c) Preparation of annual consolidated budgets and program as well as consolidated management reporting.
- d) Assisting the Centacare Director in preparation of grant applications and acquittals.
- e) Improvement and management of the financial information management system to embed system efficiencies and be proactive in change management.

3. To manage the system financial and annual statutory reporting by:

- a) Management of accounts payable/receivable staff and functions.
- b) Review and signoff of monthly balance sheet recs.

- c) Review and sign off of FBT, Workers Comp and other payroll related statutory requirements.
- d) Completion of end of year financial year and external audit process requirements for review.
- e) Completion of the program acquittals, monthly financial management and advisory council reports, other Government financial reporting and ACNC submissions.
- f) Appropriate financial reporting as required.

4. To provide and manage the financial and administrative support by:

- a) The preparation and implementation of financial policies, protocols and procedures in relation to financial administration including:
 - Agency and Program budgets and variance reporting
 - BAS Statements review and authorisation
 - Ensure Year End rollover procedures are completed
 - Internal and External audit requirements
 - Cash flow management
 - Debtor Management
 - Financial administration in relation to technology, training and development.

5. To assist to manage the supervision and oversight of payroll functions to ensure:

- a) Staffing at appropriate levels.
- b) Effective processing of the fortnightly payroll function including payment of salaries, superannuation, award administration, deductions, reconciliations, appointments and terminations.
- c) Compliance with appropriate statutory requirements including PAYG summaries, FBT, superannuation.
- d) Appropriate monitoring and reporting staffing and fund allocations.

6. To provide effective leadership to management and administration systems including:

- a) Financial and administration policy development including procedures manuals.
- b) Management and maintenance of pool cars for staff in conjunction with contracted organisation.
- d) Reception and hospitality services.
- e) Grounds management and security.

7. Other Duties

- a) Undertaking any other duties and projects which may be required from time to time by the Director and Diocesan Financial Administrator.

The Employer reserves the right to vary this position description in response to its changing needs.