

Position Description (Finance and Information Systems Manager)

Position Title:	Finance and Information Systems Manager
Department:	Anglican Diocese of Grafton
Position held by:	Replaces Diocesan Accountant Position
Reports to:	Registrar/General Manager

THE ROLE

The Finance and Information Systems Manager is a senior role in the Registry of the Anglican Diocese of Grafton and is based in Grafton. The position reports to the Registrar/General Manager and interacts constructively with the Bishop-in-Council through its Finance Committee and Technology Working Group (yet to be formed), The Corporate Trustees of the Diocese of Grafton, and the Board of Anglican Funds Grafton Diocese (AFGD).

The Finance and Information Systems Manager is the lead person in the Registry for ensuring that financial and accounting standards are applied and maintained and that the synod and boards of governance and senior officers of the Diocese are supported in their decision making by clear, informative and accurate reports and financial advice.

The Finance and Information Systems Manager is the lead person in the Registry for the development of the information technology architecture that supports the Diocesan administration with an emphasis on administration productivity, information storage and security. The Finance and Information Systems Manager will also play a key role in the establishment of information systems that link the Diocesan administration with Parish administration especially with regard to financial reporting, activity reporting, information storage and internal communications.

A philosophy of continuous improvement of practices, systems, information and reporting underpins this role.

The Finance and Information Systems Manager will also ensure that guidance is available to parish officeholders regarding financial and accounting practices.

PURPOSE OF THE POSITION

The Finance and Information Systems Manager is responsible for the effective management of the financial accounting and information system functions of the Anglican Diocese of Grafton.

REPORTING RELATIONSHIPS

The Finance and Information Systems Manager reports to the Registrar/General Manager whilst recognising the authority of the Bishop, Bishop-in-Council and Corporate Trustees.

The Assistant Accountant and Debtors Clerk/Insurance Officer report to the Finance and Information Systems Manager.

MAJOR DUTIES AND RESPONSIBILITIES

Finance Management:

- Manage the Diocese of Grafton finance team;
- Ensure that the appropriate finance systems are in place, documented and followed;
- Ensure that payroll, accounts receivable and accounts payable functions are timely and accurate;
- Ensure that the annual Synod receives audited financial statements for Bishop-in-Council/Anglican Diocese of Grafton and Corporate Trustees (both alone and consolidated with Anglican Funds Grafton Diocese) plus other financial reports such as parish pledge calculations and a diocesan budget for the coming year;
- Ensure that the Finance Committee and key governance meetings (including Bishop-in-Council, Corporate Trustees, and AFGD Board) are supported with clear, accurate and informative reports on financial performance and cash position using the most current information available;
- Provide accounting oversight for the operations of AFGD;
- Provide the Corporate Trustees with reports on the performance of investments;
- Maintain the necessary financial controls over cash, capital expenditure and investments;
- Ensure that regulatory requirements are met especially with regard to GST, Superannuation, FBT, ABS and payroll;
- Manage the budgeting process;
- Ensure that insurance and regulatory compliance activities are based on the best available accounting information;
- Provide forecasts and guidance on liquidity levels, capital expenditure and capital expenditure planning;
- Provide accounting advice as appropriate on potential actions of Corporate Trustees, Bishop-in-Council, AFGD, committees or management;
- Participate in meetings of the Finance Committee and the Audit Committee;
- Ensure ad-hoc parish accounting enquiries and requests are handled courteously, reliably and efficiently;
- When requested, review financial reports provided by schools and other entities or business case assumptions made by these bodies in submissions to the Corporate Trustees, Bishop-in-Council or its committees.

Information Systems Management

- Manage the computerised information technology and systems for the central administration of the Anglican Diocese of Grafton;
- Establish a service contract for information technology support for the central administration of the Anglican Diocese of Grafton;
- Establish and manage a plan for upgrade of the information technology and information systems for the central administration of the Diocese to support administration productivity, information storage and security;
- Establish a regular review and improvement program for cyber security;
- In consultation with the Technology Working Group, plan and develop information systems that link the Diocesan administration with Parish administration especially with regard to financial reporting, activity reporting, information storage and internal communications.

Continuous Improvement

- Adopt a philosophy and practice of continuous improvement in all facets of the role striving for high standards of accuracy, trustworthiness, reliability, transparency, efficiency, and timeliness supported by documented processes and knowledge transfer;
- Use annual audit reports and other reviews as opportunities to test and strengthen systems;
- Maintain and improve procedures and systems for traceability and verifiability of transactions and reduce the potential of either unauthorised transactions or fraud;
- Promote staff development;
- Ensure that systems and processes are adequately documented;
- Promote a team and a consultative approach.

Other areas of responsibility

- Ensure that all required insurance cover (including workers compensation insurance) for the Anglican Diocese of Grafton, its parishes and organisations, is complete and current;
- Manage the Anglican Diocese of Grafton's relationship with its insurance broker;
- Maintain valuation information on the property assets of The Corporate Trustees of the Diocese of Grafton and the Corporate Trustees' interface with the Valuer General.
- Manage the Diocese's and Corporate Trustees' interface with the ACNC and ATO.

Participation in Registry Improvement

- Participate as part of the office team in the general improvement of the operation of the Bishop's Registry;
- Assist in the identification of cost savings and introduction of improved cost controls.

General

- Work within the delegations and reporting structure of your role;
- Work in a manner that maintains your safety and safety of others;
- Work closely with the staff of the Registry, building rapport and constructive working relationships;
- Through your personal presentation, communication and actions, demonstrate support for the Anglican Diocese of Grafton especially with regard to its ethos and its mission;
- Work in accordance with the Administration Code of Conduct and other policies and procedures applicable to Registry staff;
- Participate in training required of Registry staff;
- Act as a payment signatory/authoriser, as and when required;
- Attend committee meetings as required;
- Undertake any travel that is reasonably required as part of this role.

SELECTION CRITERIA

The Finance and Information Systems Manager will be selected in accordance with the following skills, experience and attributes.

Essential Criteria

- Accounting qualifications at Certified Practising Accountant, Chartered Accountant or equivalent;
- Strong competencies in financial and management accounting;
- Prior success in the management and upgrade of information technology and information systems at a company or organisational level;
- Demonstrated ability to manage improvement projects;
- Strong competency in personal computing skills especially relating to accounting systems;
- High quality written and verbal communication skills for board reporting, team leadership, process documentation, and stakeholder liaison;
- Strong attention to accuracy and detail;
- Ability to satisfy a Fit and Proper Person test for prudential activities;
- Ability to satisfy the background checks relating to Safe Ministry as required by the Anglican Diocese of Grafton (e.g. National Police Check)

Desirable (but not required) Criteria

- Prior experience with managing insurance contracts;
- Demonstrated ability to lead a staff team;
- Membership of the Anglican Church of Australia;