

Position Description – Diocesan Financial Manager

Position Title:	Diocesan Financial Manager
Department:	Anglican Diocese of Grafton
Reports to:	Registrar / General Manager
Direct Reports:	Senior Accountant, Finance Officer
Updated:	9 October 2026

THE ROLE

The Diocesan Financial Manager provides strategic financial leadership and operational management of the Anglican Diocese of Grafton's finance function.

The Diocesan Financial Manager is responsible for leading the Diocese's financial strategy, budgeting, reporting, payroll/HR, Banking, Cashflow, Trust Fund Management, investments, compliance, insurance administration, audit management and financial operations, ensuring that financial resources are managed prudently in support of the mission and ministry of the Diocese.

The Diocesan Financial Manager is a senior leadership position and a key adviser to the Registrar/General Manager, Bishop-in-Council, Corporate Trustees and Finance Committee.

This position is expected to lead a finance team comprising a Senior Accountant and Finance Officer whilst maintaining strong relationships with parishes, diocesan agencies, schools, auditors, professional advisers, banks and regulators.

PURPOSE OF THE POSITION

The Diocesan Financial Manager is responsible for the stewardship, integrity and strategic management of the Diocese's financial resources.

The role exists to:

- Ensure sound financial governance and accountability.
- Provide strategic financial advice to Diocesan leadership.
- Lead budgeting, forecasting and long-term financial sustainability initiatives.
- Ensure compliance with legislative, regulatory and ecclesiastical financial obligations.
- Oversee trust funds, investments, banking, cash flow and insurance programs.
- Develop and maintain effective financial systems, controls and reporting frameworks.
- Build internal financial capability and organisational knowledge within the Diocese.
- Support the achievement of the Diocese's strategic objectives through effective financial leadership and business partnering.

REPORTING RELATIONSHIPS

The Diocesan Financial Manager reports directly to the Registrar / General Manager.

The position provides leadership and supervision to:

- Senior Accountant
- Finance Officer
- Any future finance employees, contractors or specialists engaged by the Diocese.

The Diocesan Financial Manager works closely with:

- Bishop
- Registrar / General Manager
- Bishop-in-Council
- Corporate Trustees
- Finance Committee
- Parish Treasurers and Wardens
- Auditors, banks, insurers and professional advisers

MAJOR DUTIES AND RESPONSIBILITIES

Financial Leadership and Strategy

- Provide strategic financial leadership and advice to the Diocese, Registrar, Bishop and governance bodies.
- Lead the development of financial strategies, policies and initiatives that support organisational sustainability and diocesan priorities.
- Contribute to organisational planning, governance, risk management and continuous improvement.

Financial Planning and Performance

- Lead budgeting, forecasting, financial modelling and long-term financial planning.
- Monitor organisational financial performance and provide analysis, recommendations and business cases to support decision-making.
- Ensure timely and accurate financial reporting to management and diocesan governance bodies.

Financial Operations

- Lead and oversee the Diocese's financial operations, including accounting, payroll, banking, accounts payable and receivable, fixed assets and financial systems.
- Ensure accurate financial records are maintained in accordance with accounting standards and best practice.
- Drive process improvement, automation and service excellence across the finance function.

Investments, Trusts and Insurance

- Oversee diocesan banking, cashflow, investments, trust funds and financial reserves.
- Provide advice regarding financial, property and investment matters.
- Lead the Diocese's insurance programme, including renewals, claims administration and insurer relationships.

Governance, Risk and Compliance

- Ensure compliance with relevant legislation, taxation requirements, accounting standards, diocesan ordinances and regulatory obligations.
- Coordinate audits and statutory reporting requirements.
- Maintain effective financial controls, governance frameworks and risk management practices.

Leadership and Team Development

- Lead, supervise and develop finance staff.
- Foster a collaborative, customer-focused and high-performing finance team.
- Support workforce planning, professional development and succession planning.

PARTICIPATION IN REGISTRY IMPROVEMENT

- Participate as a member of the Registry Leadership Team.
- Contribute to strategic planning, organisational improvement and service delivery initiatives.
- Support digital transformation, systems enhancement and process improvement across the Diocese.
- Work collaboratively with Registry staff and stakeholders to achieve diocesan objectives.
- Promote a culture of innovation, accountability, teamwork and continuous improvement.

QUALIFICATIONS AND SKILLS

The Diocesan Financial Manager will have the following qualities and skills:

Essential

- CA ANZ or CPA Australia qualification.
- Degree qualification in Accounting, Commerce, Finance or a related discipline.
- Significant senior financial management experience.
- Demonstrated experience leading finance teams.
- Strong financial planning, budgeting and forecasting expertise.
- Experience managing audits, compliance and governance reporting.
- High level knowledge of accounting standards and financial controls.
- Strong analytical, problem-solving and decision-making capabilities.
- Excellent written and verbal communication skills.
- Ability to communicate complex financial concepts to non-financial stakeholders.
- High proficiency in Microsoft 365 and contemporary financial systems.
- Demonstrated integrity, discretion and sound professional judgement.
- Commitment to organisational mission and values.

Desirable (but not essential)

- Experience within a not-for-profit, faith-based, educational or charitable organisation.
- Experience with trust accounting, investment management and treasury functions.
- Knowledge of ACNC, charity and church governance requirements.
- Experience supporting Boards, Councils or governance committees.
- Understanding of the Anglican Church of Australia and its governance structures.
- Membership of the Anglican Church of Australia.

The ability to satisfy the background checks relating to Safe Ministry as required by the Anglican Diocese of Grafton (e.g. National Police Check; Working With Children Check) is essential.