

Position Description

Position Details

Title:	Deputy CFO
Name:	Vacant
Division:	Finance and Investments

Relationships

Direct Managers	Chief Financial Officer	
Direct Reports	Accountants, Financial Analyst, Accounts Payable Team	
Key Internal Relationship	Key External Relationships	
<ul style="list-style-type: none"> • Chief Financial Officer • Chief Executive Officer • Head of Investments • Loans Consultant • SDS Executive Team 	<ul style="list-style-type: none"> • External Auditor • EOS Executive Officer • GAB, Chair • ODSM, Chair • MT&D Executive Officer • SAP CEO and managers 	

Primary Purpose

In one or two paragraphs, state the main purpose of the role – use action words to define WHAT is done and WHY it is done.

To lead and manage a team so that they can effectively:

- manage a portfolio of funds, providing both financial and management accounting and all financial operations in relation to these funds;
- provide financial insights from the financial data so that management, operational and business decisions can be enhanced;
- provide overall effective financial management and accounting services to support operational activities of SDS and its clients, and maintain financial integrity through –
 - Operating within established internal control and risk management frameworks.
 - Providing accurate and timely financial reporting on a monthly and annual basis including assisting external auditors.

- Preparing budgets and forecasts.
- Ensuring that payments are made accurately, free of fraud, in accordance with delegated authorities, are recorded correctly in the ledgers and are paid on time.
- Treasury management.
- Taxation compliance.

Key Result Areas (KRAs)	How are they delivered	How are they measured
Team management and development	<ul style="list-style-type: none"> • Support the CFO by ensuring that the non-SAP aspects of the finance function are efficient and effective. This requires excellent team management and development because it is primarily through the work of the team and Deputy CFO responsibility for review and guidance, that this objective is achieved. 	Motivated and productive team members.
Organisational Values	<ul style="list-style-type: none"> • Model the organisational values of Sydney Anglican Offices at all times in the workplace. 	Ongoing
Team participation, strategy and Innovation	<ul style="list-style-type: none"> • Make a positive contribution during team meetings. • Proactively consider opportunities to streamline and improve the quality and efficiency of work undertaken within the Division. • Actively seek to make a contribution to the implementation of SDS strategic plan. • Make suggestions about how SDS can improve the delivery of its existing services or deliver new services. 	As opportunities arise
Working Safely	<ul style="list-style-type: none"> • Work in a safe manner, complying with the policies and procedures of Sydney Anglican Offices in relation to work health and safety. • Report all hazards and incidents in accordance with the appropriate policies and procedures. 	
Annual Objectives	<ul style="list-style-type: none"> • Meet any annual goals or objectives agreed with your senior manager. 	
Other Projects	<ul style="list-style-type: none"> • Undertake other duties and projects as directed by your manager. • Manage work projects relevant to the Specific Funds with respective committee or subcommittees, to complete on time, on budget, meeting set targets and outcomes 	
Management Accounts	<ul style="list-style-type: none"> • No later than 8 business days after the end of each month or at such time as requested by the CFO, prepare monthly management accounts. (Management accounts are to include, profit & loss, 	Management accounts finalised by due date

	balance sheet, cash flow statements and variance analysis, unless otherwise directed) for each of the Specified Funds.	
Accounts Receivable and Payable	<ul style="list-style-type: none"> • Manage, review and monitor the Accounts Receivable and Accounts Payable for each of the Specified Funds. 	AR and AP in good order
Budgets	<ul style="list-style-type: none"> • Prepare draft budgets and cash flows for each of the Specified Funds where required, and submit them to the CFO each year for review in accordance with the yearly budget preparation timetable. 	Draft budgets prepared as requested by SAP.
Financial accounts	<ul style="list-style-type: none"> • Maintain the financial records and accounts for a number of funds (the "Specified Funds") in accordance with proper accounting processes and principles. These Specified Funds may be subject to change by the CFO from time to time. • The Specified Funds are the funds comprising Sydney Anglican Property, including: <ul style="list-style-type: none"> ○ 114 - Sydney Diocesan Services ○ 127 - 189 Synod Funds ○ 951 - 955 Parish Services Funds ○ 134 Synod - St. Andrews House. ○ Endowment of the See ○ MIMAC ○ Diocesan Cash Investment Fund ○ Long Term Pooling Fund ○ Diocesan Endowment ○ Sydney Anglican Loans ○ MT&D • Assist the accountant(s) by providing back up (holiday/absence relief) for the fund that they are responsible for. • Ensure accountant(s) nominated as relief for the Specified Funds are familiar with the operations, records and deliverables for those funds. • Prepare annual financial report and working paper file for audit review. 	Unqualified audit reports. No high impact internal control recommendations from the audit.
Audit	<ul style="list-style-type: none"> • Assist in preparing the proposed scope of audit for each of the Specified Funds. • Liaise with the external auditors in connection with the undertaking of the annual audit for the Specified Funds in accordance with the approved scope. • Assist in addressing issues identified by the external auditor in connection with the audit. 	Audit work completed before Audit Committee meeting.

Cash Management	<ul style="list-style-type: none"> • Maintain "in funds" position with both SDS current account and GIA deposit. • Forecast and monitor cash flows for SAP's entities. 	
Accounts Receivable and Payable	<ul style="list-style-type: none"> • Manage, review and monitor the Accounts Receivable and Accounts Payable for each of the Specified Funds. 	
Financial Projections	<ul style="list-style-type: none"> • Where requested by the CFO, prepare financial projections for each of the Specified Funds - current financial year or future financial year within the requested timeframe. 	
Systems and Processes	<ul style="list-style-type: none"> • Review and make recommendations from time to time about changes to systems, processes and software to enhance efficiency and effectiveness in maintaining the financial records and accounts for the Specified Funds and processing transactions in relation thereto. 	
Compliance	<ul style="list-style-type: none"> • Ensure that all relevant taxation endorsements for the Specified Funds are current and correct. • Ensure that the Specified Funds meet all tax obligations in a timely manner, and comply with all relevant statutory provisions. 	
Committee Engagement	<ul style="list-style-type: none"> • Actively participate in, and contribute to, the work undertaken at meetings of the staff of the Division, and other committees related to the administration of the Funds. 	
Risk Management	<ul style="list-style-type: none"> • Assist the CFO identify, assess and effectively manage the risks associated with maintenance of the financial needs of the Specific Fund. • Assist the CFO effectively manage key risk areas assigned by the organisation's risk register. • Escalate any risks, concerns or incidents to the CFO. • Assist in the preparation and management of business contingency plans for the maintenance of the financial records of the Specified Funds. 	

ORGANISATION VALUES



RESPECT

Inspired by Christ's humility, we always treat people with the dignity and care that is due to them as image-bearers of God.

Show proper respect to everyone, love the family of believers, fear God – 1 Pet 2:17



INNOVATE

We continually look for better ways to serve with the resources God has given us.

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms – 1 Pet 4:10



COLLABORATE

We seek and value the input of others to better meet the needs of those we serve.

God has placed the parts in the body, every one of them, just as he wanted them to be [for] there are many parts but one body – 1 Cor 12:18 & 20



CELEBRATE

We reflect on our achievements and efforts with a spirit of joy and thankfulness to God.

I thank my God every time I remember you [and] I always pray with joy because of your partnership in the gospel – Phil 1:3–5



DELIVER

We are focused on providing outcomes that meet the expectations of our stakeholders.

Always give yourselves fully to the work of Lord, because you know that your labour in the Lord is not in vain – 1 Cor 15:58

Capability Profile	
Required Experience	<ul style="list-style-type: none"> • Degree in accounting or finance • CA or CPA qualified • 10+ years in an accounting or commercial or not-for-profit organisation • Strong experience is leading and managing teams
Skills/ Knowledge/ Abilities/ Behavioural Competencies	<ul style="list-style-type: none"> • Working knowledge of financial accounting standards and audit processes • Working knowledge of maintaining and improving systems of internal control • Understanding of organisational risk management processes • Knowledge of Australian Taxation requirements for GST and ITEC endorsement • Must demonstrate attention to detail • Capacity to work independently is essential • Capacity to work in a team environment • Excellent commercial experience and a demonstrated ability to be a business partner • Excellent skills in presenting both verbal and written reports • Ability to complete multiple tasks concurrently • Must work to deadlines • Ability to proactively seek and deliver improvements to processes and business outcomes • An accomplished motivator and leader of people • Must possess a can-do attitude • Knowledge of Microsoft products (Excel and Word) for data analysis, reporting, journal upload and forecasting). • Nice to have: Sound knowledge of Sun Systems Financials including PA add ins, and Q&A Reporting tool.
Christian Commitment	<ul style="list-style-type: none"> • A demonstrated Christian faith • Aligned with the principles and values of the Anglican Church in the Diocese of Sydney, ideally a member of an Anglican church

Authorisation

Manager Name:	
Signature:	
Date:	

Employee Name:	
Signature:	
Date:	