



ARCHDIOCESE OF ST. JOHN'S

POSITION DESCRIPTION

Job Title:	Financial Administrator
Department/Group:	Finance
Supervisor:	Archbishop of St. John's
Incumbent:	

Summary Statement/Purpose:

Reporting to the Archbishop and working with the Director of Finance and the Finance Council, this position requires an individual who is an experienced chartered professional accountant. This individual will be responsible for the planning, implementation, managing and running of all aspects of the financial activities of the Archdiocese of St. John's including business planning, budgeting, forecasting and negotiations. The position is required to practice self-management and function with an extensive degree of independence and initiative, with work assessed by the Archbishop and the Finance Council, through periodic review and accomplishment of assignments. Adherence to legislative requirements, corporation policies and procedures, Board and Committee terms of reference, Canon Law, and professional standards/code of conduct, is required.

Primary Role and Responsibilities:

- Provide leadership, direction and management of the finance and accounting team, including matters related to HST and indirect taxation
- Provide strategic recommendations to the Archbishop and members of the executive team
- Manage the processes for financial forecasting and budgets, and overseeing the preparation of all financial reporting
- Manage the risk mitigation process, including insurance and monitoring protocols
- Advise on long-term business and financial planning, including real property management and cash management
- Establish and develop relations with external partners and stakeholders, including legal counsel, auditors, bankers, and parishioner groups
- Review all formal finance, HR and IT related procedures

Qualifications:

Education and Experience Requirements:

- A chartered professional accounting designation
- 8-10 years of management experience
- Knowledge of CRA rules related to registered charities

Knowledge, Skills and Abilities:

- Excellent management and supervisory skills.
- Excellent analytical and organizational skills.
- The ability to manage competing priorities.
- Ability to set and meet deadlines.
- Proficient in accounting computer application systems.
- Excellent written and verbal communication skills.



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Personal Competencies:

- Ability to function independently and self-manage workload and responsibilities
- Ability to maintain confidentiality of files, documents, and general information
- Demonstrated excellent oral ,written, and presentation skills
- Respectful toward co-workers, Clergy, parishioners, service providers, and other members of the public
- Is a team player and has the ability to develop and maintain effective relationships
- Makes timely, informed decisions that take into account the facts, goals, constraints, and risks
- Organized and able to manage time effectively, while ensuring the optimal use of resources to achieve objectives
- Trustful and respectful through consistent honesty and professionalism in all interactions

Physical Requirements:

- May, on occasion, lift or move boxes and files
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Professional Designations/Memberships:

- Current member in good standing of the Chartered Professional Accountants of Newfoundland and Labrador (CPANL)

A Certificate of Conduct and Vulnerable Sector Check from the Royal Newfoundland Constabulary is required for the position.

Working Conditions:

Work schedule is a 35 hour week Monday – Friday. Additional hours may be required in order to complete assigned tasks.