
POSITION DESCRIPTION

CDPF Limited

POSITION TITLE	:	Executive Officer
REMUNERATION SCALE	:	Grade 7
REPORTS TO	:	Secretary/Chair CDPF Limited
FULL TIME EQUIVALENT	:	0.5 EFT
HOURS PER WEEK	:	18.75
LOCATION	:	Flexible
AUTHORISED BY	:	Chair, CDPF Limited
DATE	:	10 November 2020

Primary Objectives

The Executive Officer provides executive-level support to the Board of CDPF Limited to support the ongoing compliance of Catholic Development Funds (CDFs). Ensuring that CDFs comply with ASIC's conditions for their exemptions and continue to meet their obligations to depositors are the key responsibilities of the Board of CDPF.

The Executive Officer also plays an essential role in developing and maintaining strong internal and external stakeholder relationships including through liaison with key personnel, including CDF Managers and staff and Diocesan Financial Administrators and external regulatory authorities.

Major Accountabilities

Establish and manage CDPF risk management processes, including:

- Monitoring of CDF certificate submission and compliance
- Ensuring lodgement of reports and other reporting obligations
- Obtaining legal advice where required

Facilitate communication with CDFs relating to regulatory risk and governance

Liaise with Australian regulatory authorities (ASIC, APRA, AUSTRAC, ACNC, ATO etc.) on behalf of CDPF

Develop guidelines and benchmarks for CDFs around capital adequacy and liquidity and undertake regular reviews against these standards

Provide secretariat support to the Board of CDPF through the preparation, collation and distribution of meeting agenda papers, reports and minutes

Organisational Environment

Catholic Development Funds (CDFs) enable the Catholic church to fund projects including church buildings, parish facilities, church halls and meeting places, school buildings and playgrounds, hospitals, retirement villages and nursing homes. They also generate valuable income to support the many and varied charitable activities which support people in need across the community.

CDPF Limited is approved by ASIC as the sponsor of the 24 Australian CDFs.

Risk and Work Health and Safety

Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

Comply with organisational work health and safety practices.

Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

Participate in the consultative processes provided by the organisation.

Safeguarding

To the extent that it applies to this position, the Executive Officer will:

Comply with best practice for safeguarding of children and vulnerable people in accordance with established laws, standards and organisation procedures

Promote and implement safeguarding training (including induction and ongoing training), safeguarding practices and record-keeping

Key Communications

The Directors of CDPF

The Chief Operating Officer of the Australian Catholic Bishops Conference (also the Secretary of CDPF)

Project Officer of the Australian Catholic Bishops Conference

CDF contacts

Key management personnel of regulatory authorities

Accountability (Independence and Influence)

The Executive Officer will make all decisions that fall within established policies and procedures.

The Executive Officer will consult with the Chief Operating Officer before making decisions that are outside established policies and procedures.

The Executive Officer will refer all decisions to the Chief Operating Officer that are outside established policies and procedures and beyond the scope of the position.

Job Environment

This Executive Officer may be required to develop guidelines, methods and policies which will have a broad effect on services provided. The role will assist in shaping and defining company strategy and professional standards.

Reasoning

The Executive Officer is required to work according to established procedures and guidelines, however, a large portion of the work undertaken will be variable in nature. The Executive Officer will be required to analyse a range of options and make recommendations for an appropriate course of action.

Challenges

The Executive Officer will be challenged by the ad-hoc nature of many of the tasks. A strong level of commercial acumen will be required to enable the work to be completed on time and to the required standard.

Knowledge, Skills and Experience

Sound knowledge of ASIC and AFSL compliance obligations as they relate to the operations of a financial institution

Proven experience in a broad range of duties and administration assistance, with strong experience in working in a small team without close supervision

A tertiary qualification in a relevant discipline

Excellent electronic, oral and written communication skills

Demonstrated experience with the Microsoft Office applications

An understanding of and willingness to work within the mission and identity of the Catholic church

Position Impact

This role does not have any financial delegation authority.