

## Finance & Governance Officer

- Support a range of committees using your financial expertise
- Make a significant contribution to the work of the Sydney Diocese
- CBD-based Christian professional services organisation, with flexible work practices
- 4 days per week - ongoing role

### About us

Sydney Diocesan Services (SDS) is committed to supporting the building of God's Kingdom through the provision of a range of valued services to organisations and churches in the Anglican Church Diocese of Sydney.

The Diocesan & Corporate Services team is the centre of SDS's support for the Synod and its network of committees, boards and councils, providing Corporate Secretarial services to Diocesan corporations and various functions in support of parishes in the Diocese.

### About the role

You will be responsible for supporting the Manager, Diocesan Finance in facilitating the work and decision-making of the various subcommittees and corporations of the Diocese. Specific responsibilities include:

- providing secretarial support to finance-focussed subcommittees of the Standing Committee, ensuring they operate effectively and efficiently
- supporting and other diocesan committees and corporations from time to time
- supporting the Manager, Diocesan Finance in preparing and providing advice to parishes and Diocesan bodies.

### About You

The successful applicant will have a minimum 3 years' experience in a professional environment (supported by university-level qualifications). Attention to detail and excellent written and verbal communication skills are essential. Applicants should also demonstrate excellent organisation skills, ability to establish strong relationships with key stakeholders, and a proactive attitude.

You will have confidence with financial statements and accounting terminology. Knowledge and understanding of contemporary governance practices and/or experience supporting boards and committees will be highly regarded, though not essential.

Consistent with the ethos and values of SDS, applicants for the position should have a demonstrated Christian commitment. Being an active member of an Anglican church in the Diocese is an advantage.

SDS's values underpin the way we work and we offer professional development opportunities, flexible work practices, and an Employee Recognition Program.

- Applications will not be accepted without a covering letter. Apply now to [recruit@sydney.anglican.asn.au](mailto:recruit@sydney.anglican.asn.au)
- Please call **Briony Bounds, Corporate Secretary** on 9265 1564 for the Position Description or with any inquiries.



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