

Manager, Clergy Retirement Foundation

Job Description

JOB TITLE

- Manager, Clergy Retirement Foundation of the Archdiocese of Canberra & Goulburn.

JOB DESCRIPTION

- The Manager is tasked with the day-to-day administration of the Foundation and the provision of care and support for clergy of the Archdiocese of Canberra and Goulburn, especially those retired from full-time ministry.

DESIRED ATTRIBUTES OF APPLICANTS

1. respectful of the teachings and ethos of the Catholic Church.
2. knowledge of bookkeeping practices, budget preparation and financial reports
3. good working knowledge of Microsoft Word and Excel.
4. management experience in the Aged Care sector, in particular, residential care options; home care packages; respite accommodation and a basic knowledge of funding Aged Care.
5. experience in managing property and dealing with tradespeople and Body Corporate entities.

LIST OF DUTIES

- to work with and develop a relationship with priests of the Archdiocese in providing them with adequate care and support during their retirement years.
- maintain a regular visitation schedule involving retired priests of the Archdiocese.
- as required, accompany clergy to doctor, dental and other medical appointments.
- establish links with providers of Aged Care services especially in seeking placement of clergy into residential care, respite care or Aged Care packages.
- attend to all forms of documentation required to be completed for clergy requiring Aged Care services and assist with matters relating to Government Departments.
- to work with the Management Committee in attending to the day-to-day administration of the Foundation.
- minute secretary to Committee meetings including preparation and circulation of Reports and papers.
- preparation of financial reports for presentation at Committee meetings.
- scrutinise and authorise supplier payments and supervise bank account receipts and expenses, including maintenance of direct debits/credits in conjunction with Archdiocesan Financial Services department.
- receipting of donations and maintenance of registration with Australian Charities and Not-For-Profit Commission and lodgement of Returns.
- prepare annual budgets and financial reports for audit.
- prepare theme and strategy for annual Father's Day Appeal [**FDA**] and arrange promotional material including advertising.
- manage all spheres of the Foundation's property portfolio including liaison with legal firms and real estate personnel in the buying and selling of property.
- organize and manage repairs and maintenance of properties and attend to all insurance matters.
- maintain a close working relationship with Clergy Healthcare Co-ordinator [**CHC**] assisting in all areas involving the care and well-being of clergy.
- manage servicing, care and maintenance of Archdiocesan vehicle.