



## ARCHDIOCESE OF SAMOA - APIA

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### JOB DESCRIPTION

#### Chief Financial Officer

#### SUMMARY

The Archdiocese of Samoa-Apia (Archdiocese) is inviting applications from qualified candidates for the position of Chief Financial Officer (CFO).

The primary function of the CFO, in accordance with the Canon Law 494, is to administer the goods of the diocese under the authority of the bishop in accord with the budget determined by the Finance council and, from the income of the diocese, to meet expenses which the bishop or others designated by him have legitimately authorised.

The CFO reports directly to the Finance Council for the overall management of the AOSA's finances, including all lands and properties. Key responsibilities include the strategic planning, implementation, managing and operating of all the financial activities of the Archdiocese, the provision of strategic financial advice to the Finance Council on all matters relating to accountable and transparent financial management, sustainable funding, budgeting and cash flow management, compliance and quality assurance, audit and financial reporting, banking and investments, property and real estate developments, legal and risk management; and commercial negotiations.

#### **Remuneration package:**

Starting salary will be between \$85,000 and \$95,000 per annum depending on proven experience and qualifications.

There will be an opportunity to discuss salary movement with the successful candidate upon successful completion of the probation period based on merit and performance in the first six months of employment.

A performance bonus / salary movement will be considered on an annual basis subject to performance assessment and achievement of key performance results and deliverables.

The full job description can be obtained from Ms Sina Ah Poe on telephone 20400 ext 124 or email [s.ahpoe@aosacatholic.ws](mailto:s.ahpoe@aosacatholic.ws).

All applications must submit the following:

1. Application letter
2. A statement to address the Qualifications, Experience and Personal Requirements
3. Names of at least 3 professional referees including current employer



4. Declaration of the following:

- a) Any close relations currently employed at the Office of the Archdiocese of Samoa-Apia
- b) Any past disciplinary employment records and criminal convictions
- c) Any health and special needs requirements and criminal convictions
- d) Status of COVID-19 vaccination

All applications must be sent to email [finance.aosa@gmail.com](mailto:finance.aosa@gmail.com) by close of business on **Friday, 4th November 2022.**

## DUTIES AND RESPONSIBILITIES OF THE CFO:

The CFO is part of the executive management team and will interact with various members of the Archdiocese and external stakeholders.

Key Responsibilities	Expected Results and Deliverables
<p><b>1. Strategic financial leadership and management</b></p> <ol style="list-style-type: none"> <li>1. Provide strategic vision and direction to guide the Archdiocese of Samoa – Apia (AOSA) on all Financial matters</li> <li>2. Develop a Financial Strategy for AOSA including relevant regulations, policies, systems and procedures to support the strategy</li> <li>3. Lead and drive the implementation of the Financial Strategy including a Financial Regulations all relevant and supporting policies</li> <li>4. Work strategically and collaboratively with the Financial Council to provide an integrated approach to the strategic financial management of the AOSA’s finances including all lands and properties</li> <li>5. Provide an active and strategic contribution to the leadership and management of the AOSA’s key institutional developments</li> <li>6. Provide leadership and management on all Finance matters</li> <li>7. Lead on the achievement of all the Finance objectives and targets</li> <li>8. Ensure full compliance with accounting, auditing, taxation, all statutory and government regulations as well as Code of Canon Law</li> </ol>	<ul style="list-style-type: none"> <li>• A Financial Strategy is developed and implemented for AOSA</li> <li>• A Financial Regulations is developed</li> <li>• Strategic policies, systems and processes are developed and implemented efficiently and effectively</li> <li>• Strategic vision and direction is provided to AOSA on all financial matters</li> <li>• Strategic leadership and managements is provided on all financial matters</li> <li>• Participates actively and contributes strategically and effectively to the leadership and management of the AOSA’s key institutional developments</li> <li>• Critical and emerging Finance issues with strategic action plan options are brought to the attention of the Finance Council in a timely manner</li> <li>• Strategic leadership and effective management of all financial matters of AOSA</li> <li>• Targets and objectives of the Finance Team are achieved</li> <li>• Finance needs of AOSA are well planned and fulfilled</li> <li>• The Financial management of the AOSA is in full compliance with accounting, auditing, taxation, all statutory and government regulations as well as Code of Canon Law</li> </ul>
<p><b>2. Financial advice, management and processes</b></p> <ol style="list-style-type: none"> <li>a) Provide strategic analysis and advice to the Archbishop and Finance Council together with sound recommendations of actions on all financial matters.</li> <li>b) Manage and maintain the financial system and lead its implementation, review and enhancements</li> </ol>	<ul style="list-style-type: none"> <li>• Strategic advice with well researched analysis and sound recommendations are provided to the Archbishop and Finance Council</li> <li>• Strategic financial advice and inputs are provided to all AOSA’s strategic planning and institutional developments</li> </ul>

<ul style="list-style-type: none"> <li>c) Provide strategic analysis and advice on an integrated management system for the AOSA</li> <li>d) Provide strategic advice on matters relating to investment strategy, cashflow management system and reporting systems</li> <li>e) Develop and implement a Financial Risk management policy</li> <li>f) Facilitate external audits and ensure all auditor's recommendations are implemented and monitored</li> <li>g) Ensure internal controls are in place in line with financial guidelines</li> <li>h) Complete and maintain a Fixed Asset register and ensure insurance and valuation are in place</li> <li>i) Complete and maintain the Land Register</li> </ul>	<ul style="list-style-type: none"> <li>• Critical and emerging financial issues are brought to the attention of the Financial Council in a timely manner</li> <li>• Finance advice and practices reflect best practice and fully comply with established policy and procedures</li> <li>• Continuous improvements to the financial systems are planned and implemented.</li> <li>• A Financial Risk Management policy is developed and implemented</li> <li>• Annual financial statements are completed by the end of the March every year</li> <li>• Annual audits are arranged to be completed by the end of May every year</li> <li>• Financial Statements receive unqualified audit opinion and are approved by the Finance Council</li> <li>• Forecasted financial targets are achieved</li> <li>• Internal control measures are in place</li> <li>• A Fixed Asset register is completed and updated</li> <li>• A Land Register is completed and up to date</li> </ul>
<p><b>3. Budget Planning &amp; Operations</b></p> <ul style="list-style-type: none"> <li>a) Lead and provide advice on the development and preparation of the annual budget consistent with the AOSA's work programme and activities</li> <li>b) Develop budget guidelines and provide training for all Directors, Managers and staff to ensure there is full understanding of the budget operations</li> <li>c) Monitor compliance with budget guidelines and approved budget allocations</li> </ul>	<ul style="list-style-type: none"> <li>• A balanced and sustainable annual budget is approved by the Financial Council by the end of September</li> <li>• The budget must be in line with the AOSA's Strategic Plan</li> <li>• Budget forecasting is accurate – actual cost relative to the established budget</li> <li>• Annual expenditures are within budget and comply with approved budget activities</li> </ul>
<p><b>4. Team Leadership &amp; Management</b></p> <ul style="list-style-type: none"> <li>a) Lead and provide direction to the Finance team to ensure everyone has a full understanding of the Financial Strategy and all policies, systems and processes</li> <li>b) Lead, support and manage the continuous professional and</li> </ul>	<ul style="list-style-type: none"> <li>• The Finance Team is a high performing team operating within a positive, cohesive and effective collaborative environment</li> <li>• Key Finance concepts and initiatives, policies and processes, are well understood within the team</li> </ul>

<p>performance development of the Finance Team</p> <p>c) Ensure that the Finance Team complies with all good financial governance practices</p> <p>d) Provide strategic leadership, planning and management of the team’s human and financial resources</p> <p>e) Develop and oversee the of the Finance team’s Annual Work Plan and Budget</p>	<ul style="list-style-type: none"> <li>• Effective and inspirational leader who motivates the team and provides guidance on their work and responsibilities</li> <li>• Efficient and effective management of staffing issues</li> <li>• Annual Work Plan is developed and implemented with continuous performance monitoring</li> <li>• Finance team’s strategic priorities are met and technical assessment and reporting completed</li> <li>• The Finance team is fully compliance and accountable to corporate responsibilities including budget management, financial reporting, staff recruitment, staff development and other general management requirements</li> </ul>
<p><b>5. Communications, reporting and documentation</b></p> <p>a) Provide effective communication and strategic high level financial reporting to the Finance Council and relevant AOSA forums</p> <p>b) Communicate and build an environment of open and constructive communication on financial matters across AOSA</p> <p>c) Ensure all financial reporting requirements and commitments on key Financial matters are completed on time</p> <p>d) Ensure all supporting documentation for all transactions and financial matters are provided and on file</p> <p>e) Ensure all Financial records are updated, maintained and safeguarded</p>	<ul style="list-style-type: none"> <li>• Effective and strategic high level communication is provided at all times to the Archbishop and Finance Council on key Finance issues</li> <li>• Open and constructive communication is provided on financial matters across the AOSA</li> <li>• High level reporting on all key Finance issues and requirements are provided in line with Financial Strategy</li> <li>• All Finance reporting requirements and commitments to the Finance Council are completed in line with established standards and agreements</li> <li>• The Archbishop, Finance Council, Management and Staff have access to accurate and relevant information at all times</li> <li>• Financial reports are provided in an efficient manner</li> <li>• A clean audit opinion on internal controls and financial procedures is achieved</li> </ul>
<p><b>6. Finance Council Secretariat</b></p> <p>a) Provide secretariat role to the Finance Council</p>	<ul style="list-style-type: none"> <li>• Efficient and effective support and assistance is provided to the Finance</li> </ul>

<p>b) Ensure Finance Council Meetings are planned and supported in an efficient and effective manner in accordance with the Finance Council Terms of Reference and including:</p> <ul style="list-style-type: none"> <li>i. Agenda</li> <li>ii. Outcomes of Meeting</li> <li>iii. Action Items</li> <li>iv. Reports and Recommendations</li> <li>v. Implementation of Decisions</li> </ul> <p>c) Ensure the effective and efficient support and assistance to the implementation of all Finance Council decisions</p> <p>d) Provide monthly financial statements and updates including cash flow to the Finance Council</p> <p>e) Provide accurate forecast and highlight key risk areas with analysis and recommendations to the Finance Council</p>	<p>Council in line with the Terms of Reference for the Finance Council</p> <ul style="list-style-type: none"> <li>• Finance Council Meeting preparations are done in an efficient and effective manner</li> <li>• Meeting papers and submissions are well researched with sound recommendations</li> <li>• Accurate forecast and key risk areas are provided and highlighted with analysis and recommendations to the Finance Council</li> </ul>
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**QUALIFICATIONS, EXPERIENCE AND PERSONAL REQUIREMENTS**

<p>1. A degree in Accounting / Finance (higher tertiary qualifications and certified qualification and membership from a recognised professional accounting institute would be an advantage)</p>
<p>2. At least 10 years high level and strategic experience in business/accounting / financial management, preferably with at least 7 of those years in senior management and leadership roles</p>
<p>3. Extensive strategic financial leadership and management experience including advisory and financial analytical experience; budget development and monitoring; financial reporting and presentation of financial information to diverse audiences</p>
<p>4. Extensive experience in strategic planning and management including the development of financial strategies, policies, systems and procedures</p>
<p>5. Excellent experience, knowledge and skills in ICT, computer software and Microsoft Word, Excel, Power Point, ZERO accounting software, relevant payroll software, and any other Performance Based Output Budgeting Systems</p>
<p>6. Excellent team leadership and management skills with proven experience of inspiring and motivating teams; leading by example and working under pressure in managing multiple tasks and in meeting deadlines</p>
<p>7. Excellent written and verbal communication as well as proven experience of high level negotiation and reporting, presentation and engagement with diverse groups of stakeholders</p>

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| 8. Extensive knowledge of emerging financial and management issues and with sound understanding and appreciation of financial and accounting ethics, values and priorities |
| 9. Must be a practicing Catholic, active in parish and/or other church activities; and possess a strong sense of respect for the Catholic faith                            |
| 10. Distinguished service in the community   |