

Catholic Diocese of Maitland-Newcastle

EXECUTIVE DIRECTOR, FINANCE

Applications close: **Friday 27 November, 2026**

CatholicCare Social Services Hunter-Manning | Catholic Community Fund | Catholic Schools | Office of Safeguarding | St Nicholas


SAN CLEMENTE
MAYFIELD
VERITAS

Welcome to an Opportunity to Lead with Purpose

Are you a strategic finance leader who combines commercial acumen with a commitment to mission-driven organisations?

Do you bring the expertise to navigate complex financial environments while enabling people, ministries and services to thrive?

THE OPPORTUNITY

This is more than a senior finance leadership role. It is an opportunity to help shape the future of one of Australia's largest diocesan organisations.

The Catholic Diocese of Maitland-Newcastle serves communities across education, early childhood, social services, parish life and pastoral ministries. We are seeking an exceptional leader to join our executive team as Executive Director, Finance.

This role is about meaningful impact: providing strategic financial leadership, strengthening organisational stewardship and ensuring resources are managed responsibly to support the mission and sustainability of the Diocese and its agencies.

Reporting to the Managing Director, you will provide financial expertise and oversight across Catholic Schools, CatholicCare, St Nicholas Early Education, Catholic Community Fund, Hunter Community Housing, Shared Services and our parishes. You will lead a broad portfolio of finance functions including financial planning and analysis, budgeting, reporting, payroll, accounts payable and receivable, audit coordination, project management and compliance with statutory and regulatory obligations.

As a member of the Diocesan Leadership Group, you will play a critical role in informing strategic decision-making and ensuring the Diocese is well positioned to achieve its long-term financial goals. You will work collaboratively with executive leaders, agency leaders and key stakeholders to drive financial sustainability, improve organisational performance and support enterprise-wide priorities.

This role extends beyond operational leadership. You will engage with the Trustees, diocesan councils, advisory boards and committees, providing trusted advice and contributing to governance, risk management and strategic financial oversight across the Diocese.

We are seeking a collaborative and values-driven executive who can confidently navigate complexity, build strong relationships and lead high-performing teams. You will bring sound financial judgement, strategic perspective and a commitment to service excellence, helping to strengthen the systems, disciplines and capabilities that support our ministries and communities.

Grounded in the mission and teachings of the Catholic Church, you will model integrity, accountability and stewardship while ensuring the Diocese's financial resources are managed with diligence, transparency and care, enabling our mission to flourish now and into the future.

ABOUT US

The Diocese of Maitland-Newcastle serves the people of the Newcastle, Hunter and Manning regions which have a population of some 150,000 Catholics.

Through its parishes, pastoral groups, and its agencies of Catholic Schools, CatholicCare Social Services, St Nicholas Early Education, Office of Safeguarding and the Catholic Community Fund, the Diocese provides spiritual, pastoral, education and care, social welfare and community development.

The Diocese manages assets in excess of $1.6 billion, has an annual revenue of around $500 million, and close to 5,500 staff – we are the third largest employer in the region.

Our Finance function is a core component of the Diocese's operations. Our professional team works closely with leaders across all ministries and agencies, delivering high-quality financial services, strategic advice and governance support that underpin organisational performance and the achievement of diocesan priorities.

Our Vision

To live the joy of the Gospel and share it with the world.

Our Mission

We are committed to serving all in the community so that they may experience life to the fullest.

Our Values



COMPASSION



HOPE



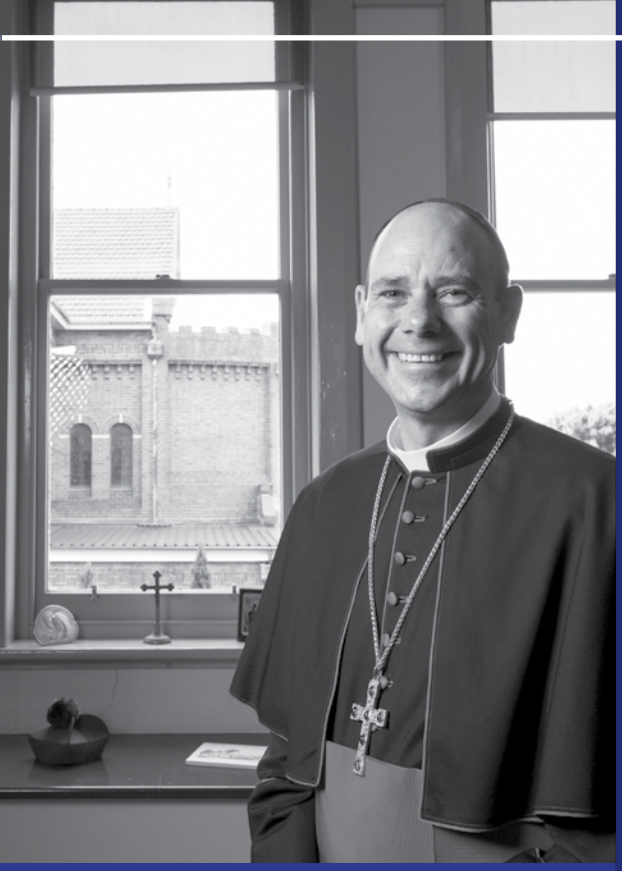
INTEGRITY



JUSTICE



PARTICIPATION



Our Bishop

Most Rev Michael Kennedy
BISHOP OF MAITLAND-NEWCASTLE

Bishop Michael Kennedy was installed as the ninth Bishop of Maitland-Newcastle on 17 March 2023 at Sacred Heart Cathedral, Hamilton.

Originally a teacher, Bishop Michael commenced seminary studies in 1992 and was ordained a priest in 1999. Prior to joining Maitland-Newcastle, Bishop Michael served as an Assistant Priest, Parish Priest, and then in various roles at Charles Sturt University, Vianney College and across the Diocese of Wagga Wagga. Bishop Michael most recently served as the Bishop of Armidale from February 2012, and the Apostolic Administrator of the Wilcannia Forbes Diocese (2012-2014). In addition, he has served on various Bishops Commissions and Councils and is currently a member of the Bishops Commission for Social Justice, Mission and Service.

WHAT WE'RE LOOKING FOR

We are seeking a leader who recognises that sound financial stewardship is essential to sustaining and advancing the mission entrusted to our Diocese. This role calls for a person of integrity, wisdom and insight who can provide strategic financial leadership while ensuring our resources are managed responsibly in service of our communities, ministries and future generations.

We are seeking an Executive Director, Finance who:

- Demonstrates a genuine commitment to the mission, vision and values of the Catholic Diocese of Maitland-Newcastle, respecting and upholding the ethos and teachings of the Catholic Church.
- Brings substantial senior finance leadership experience, with a proven ability to lead complex financial operations and contribute meaningfully at an executive level.
- Provides sound strategic, tactical and operational financial advice, drawing on extensive experience interpreting complex financial information to support informed decision-making.
- Builds trusted relationships through strong communication, collaboration and professional integrity, engaging confidently with leaders, boards, councils, committees and external stakeholders.
- Guides the development and continual refinement of long-term financial plans, policies and frameworks that promote sustainability and responsible stewardship.
- Ensures the highest standards of compliance, accountability and governance, with a demonstrated understanding of legislative and regulatory obligations.

This is an opportunity to make a significant contribution to the life and mission of our Diocese. Through your leadership, you will help ensure the financial strength and sustainability of our ministries, enabling our services to continue responding to the needs of the communities we serve.

If you feel called to apply your gifts and professional expertise in service of a purpose greater than yourself, I warmly invite you to consider this important leadership opportunity and join us in advancing the mission of the Catholic Diocese of Maitland-Newcastle.

+M Kennedy

OUR DIOCESE

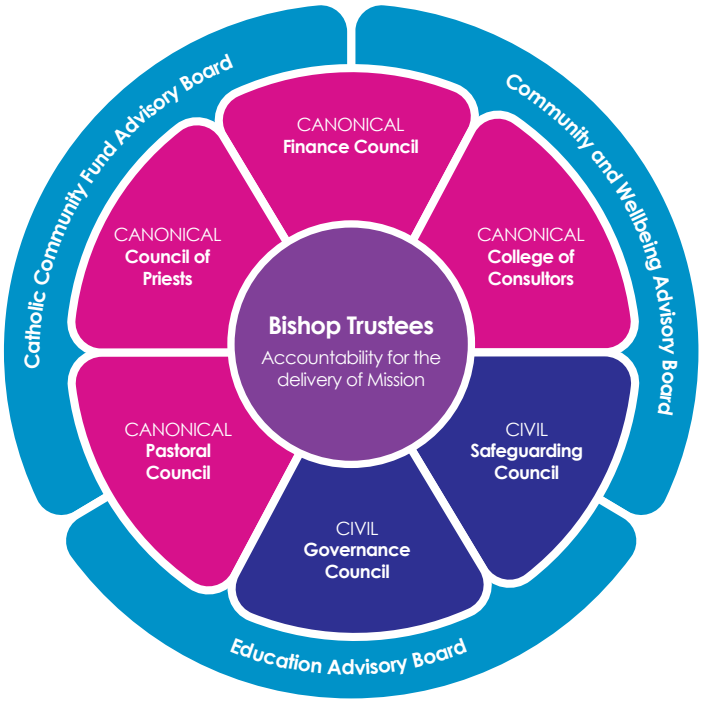
The Diocese of Maitland-Newcastle represents the Catholic Church across a significant geographical area, serving approximately 150,000 Catholics.

HEAR FROM OUR STAFF



*As at November 2026

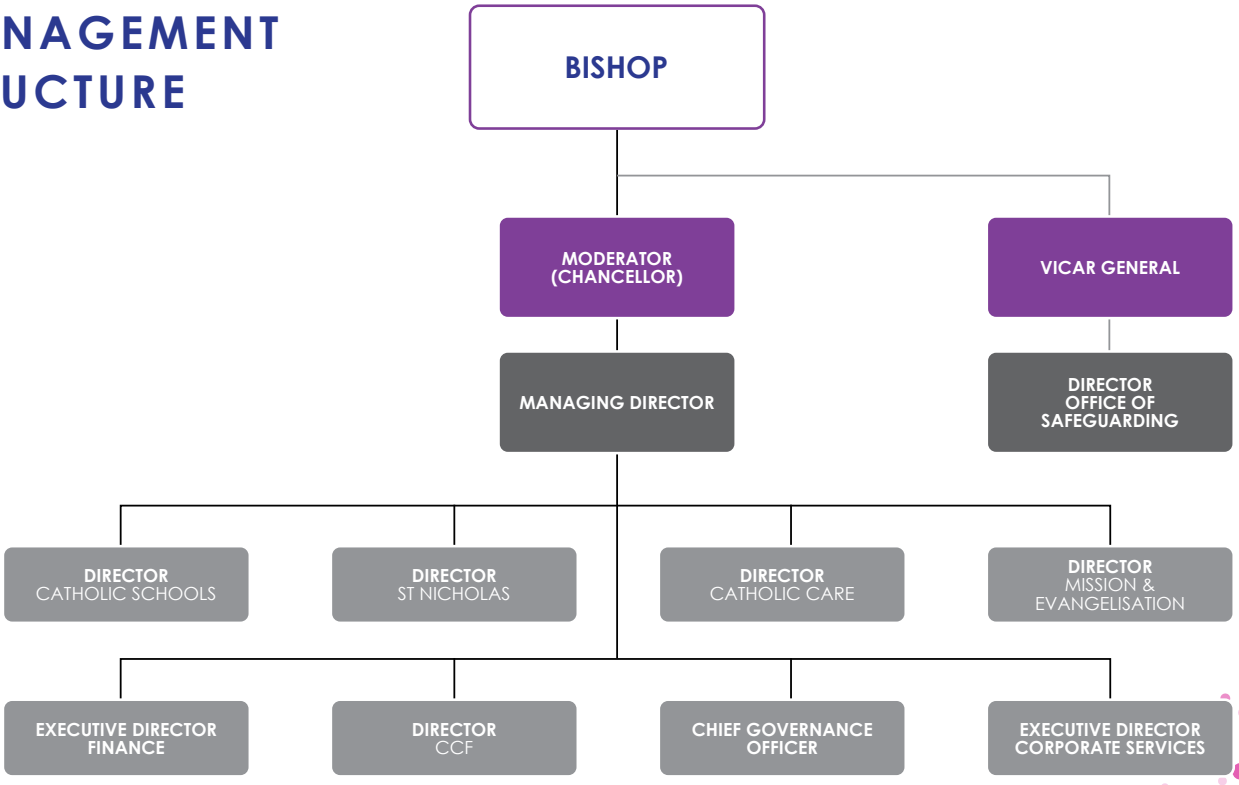
OUR GOVERNANCE STRUCTURE



The governance structure of the Diocese of Maitland-Newcastle reflects our commitment to being Many parts. One body. One mission. It is designed to foster collaboration, transparency and synodal leadership, strengthening accountability and unity across all areas of diocesan life.

Through this framework, advisory boards and councils provide guidance and support to the Bishop and Trustees, ensuring decisions are informed, mission-focused and grounded in shared discernment for the good of the Diocese and its communities.

MANAGEMENT STRUCTURE



POSITION OVERVIEW

The Executive Director, Finance plays a pivotal leadership role within the Catholic Diocese of Maitland-Newcastle, providing strategic financial leadership, oversight and stewardship across the Diocese and its agencies. Reporting directly to the Managing Director, the Executive Director ensures the Diocese's financial resources are managed with integrity, transparency and accountability, supporting the long-term sustainability of Catholic Schools, CatholicCare, St Nicholas Early Education, the Catholic Community Fund, Shared Services and our parishes.

This role requires an accomplished and collaborative executive leader who can navigate a complex and diverse organisational environment while balancing strategic priorities, financial sustainability and operational performance. The Executive Director provides leadership across all finance functions, ensuring the delivery of high-quality, timely and effective services encompassing financial planning and analysis, budgeting, reporting, payroll, accounts payable and receivable, audit coordination, project management and compliance with statutory and regulatory requirements.

As a member of the Diocesan Leadership Group, the Executive Director contributes to enterprise-wide decision-making and provides strategic financial advice that supports the achievement of diocesan priorities. The role is responsible for developing and implementing long-term financial strategies, policies and frameworks that strengthen financial performance, support responsible stewardship and enable informed decision-making across the organisation.

The Executive Director also plays a significant governance role, working closely with the Trustees, diocesan councils, advisory boards and committees, including Finance, Governance, Education, Community & Wellbeing, the Catholic Community Fund and the Strategic Asset Management Committee. Through these relationships, the role contributes expert financial insight, promotes sound governance and risk management practices and supports the effective oversight of diocesan resources and investments.

As a trusted adviser to the Managing Director and executive leadership team, the Executive Director fosters a culture of financial accountability, collaboration and service excellence. Through strategic leadership and a commitment to the mission and values of the Catholic Church, the role helps ensure the Diocese remains financially sustainable, resilient and well-positioned to support its ministries, agencies and communities for generations to come.

KEY ACCOUNTABILITIES

Strategic Financial Leadership – Shape and deliver the Diocese's financial strategy by providing expert advice to senior leaders. Drive long-term financial sustainability through strategic planning, financial stewardship and evidence-based decision-making that supports diocesan priorities and mission.

Finance Operations Leadership – Lead the Diocese's Finance function, providing executive oversight of accounting, finance business partnering, accounts payable and receivable, debt recovery and procurement. Ensure high-quality, timely and customer-focused financial services across all diocesan entities and agencies.

Financial Planning – Oversee budgeting, forecasting, cashflow management, financial modelling and performance monitoring across the Diocese and its agencies. Develop robust financial frameworks and reporting systems that support accountability, informed decision-making and sustainable financial outcomes.

Governance – Strengthen financial governance by ensuring effective internal controls, audit coordination, regulatory compliance and statutory reporting. Maintain compliance with relevant legislative, taxation, charity and reporting obligations while promoting transparency, accountability and best practice financial management.

Treasury, Funding & Capital Management – Provide oversight of cashflow, liquidity, debt management and capital planning across the Diocese. Work collaboratively with the Catholic Community Fund and key stakeholders to optimise funding arrangements, capital investment decisions and long-term financial sustainability.

Risk Management – Lead the development and implementation of financial risk management frameworks that protect the Diocese's assets and resources. Identify, assess and mitigate financial and operational risks while ensuring effective compliance and control environments are maintained.

Stakeholder Engagement – Build trusted relationships with senior leaders, advisory groups and external stakeholders. Provide expert financial counsel and contribute strategic insights that support sound governance, stewardship and organisational success.

Leadership and Culture – Foster a high-performing and values-based finance team culture characterised by integrity, accountability, collaboration and service excellence. Lead, mentor and develop staff while promoting continuous improvement and professional growth aligned with the mission of the Catholic Church.

BENEFITS OF WORKING WITH US

- Directly contribute to improving the lives of many in the community.
- Ability to salary sacrifice.
- Bishop's Leave – 1 week shutdown over Christmas and New Year annually (includes 3 days of additional paid leave + public holidays).
- Relocation costs available to suitable candidates.
- Leadership coaching.
- Paid parental leave.
- Discounted gym membership through Fitness Passport.
- Ongoing training and development opportunities.
- A great friendly environment of dedicated and passionate co-workers.
- Corporate benefits, including EAP, flu shots and more.
- Modern office facilities with café on site.

HOW TO APPLY

If you are a strategic and values-driven finance leader with a commitment to excellence, stewardship and responsible financial management, we encourage you to apply for the position of Executive Director, Finance with the Catholic Diocese of Maitland-Newcastle.

Applicants should submit a current CV and cover letter outlining their suitability for the role.

The successful candidate will demonstrate an understanding of and commitment to the mission, values and teachings of the Catholic Church, together with the executive leadership capability to provide strategic financial oversight across a large and complex organisation. You will bring the expertise to lead the Diocese's finance function, in support of our ministries and agencies.

Applications to be submitted via Connected People.

Applications close Friday 27 November 2026.

Thank you for your interest in supporting the mission of the Catholic Diocese of Maitland-Newcastle.



Catholic Diocese
OF MAITLAND-NEWCASTLE

mn.catholic.org.au

CatholicCare Social Services Hunter - Manning

Catholic Community Fund

Catholic Schools

Office of Safeguarding

St Nicholas