

# POSITION DESCRIPTION

Director Financial Services

## *Supporting Everyone to be healthy and live well*

### **PURPOSE OF THE ROLE**

This is a key leadership role, providing strategic guidance and hands-on support to the finance team, ensuring it operates at the highest level of quality and performance. With a focus on quality assurance and efficiency, the Director takes an active role in overseeing and contributing to all key areas, including accurate financial reporting, planning, budgeting, forecasting, analysis and compliance.

This role will also provide guidance, support and expertise to the Executive team to ensure they can make informed strategic budget and financial decisions

<b>Position Details</b>	
Position Title:	Director Financial Services
Department	Corporate Services
Reports to:	Executive Director Finance and Corporate Services
Positions Reporting to this role:	TBC
Budget:	TBC
Enterprise Agreement:	Health and Allied Services, Managers and Administrative Workers 2021-25
Position Classification:	HS8
Position Description last reviewed:	September 2024





<b>Key Accountabilities -</b>	
As the Director Financial Services, you will maintain a balance between primary and secondary responsibilities:	
<b>Primary</b>	
1.	Prepare, monitor, review and report month-end reports for management, including profit and loss statements, balance sheets and cash flow statements
2.	Prepare accurate and timely annual financial statements and prepare and oversee the annual budget.
3.	Ensure quality assurance occurs across key areas in financial planning, budgeting, and forecasting requirements that meets high standards in accuracy, compliance and timeliness.
4.	Empower Executive Directors and Managers with expert guidance, collaborative support, and expertise to make informed, strategic decisions with confidence, backed by robust budgets, forecasts, and financial models.
5.	Support the Executive Director Finance and Corporate Services for meeting and committee success by providing timely and comprehensive reports, identifying opportunities for continuous improvement and growth. This includes collaborative ownership of financial deliverables and deadlines, ensuring stakeholder expectations are met and exceeded.
6.	Champion continuous improvement, pinpointing opportunities for operational excellence and overseeing the governance for the development of solutions and policies that boost efficiency and reduce costs.
7.	Provide governance and oversight by ensuring adherence to accounting standards, regulatory requirements, and internal controls occurs with integrity and transparency.

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8.	Implementing and utilising updated technologies to deliver financial services.
<b>Secondary</b>	
9.	Develop financial models to support business decisions, enabling scenario planning and data-driven forecasting to drive growth.
10.	Analyse and manage costs to unlock efficiencies, reduce waste, and maximise value.
11.	Participate and, at times, lead special projects, such as system implementations, audits and reviews.
12.	Support the development of comprehensive business cases to support strategic initiatives, investments, and operational improvements.
13.	Develop and maintain contemporary financial systems, policies and procedures, ensuring compliance, mitigating risk and driving performance.

<b>Organisational Responsibilities</b>	
Positively promote ERH within and externally to the organisation	
Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct	
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position	
Comply with relevant registration bodies mandatory continuing professional development requirements	
Carry out all work and interactions in alignment with the CARE values	
Report all incidents and near misses as soon as possible after the event	
Participate in risk management activities and assist with identification and control of risks within their department or area of work	
Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements	

<b>CARE Values</b>	
All staff are expected to behave in a way that is in alignment with our corporate values:	
<b>Collaboration</b> 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
<b>Accountability</b> 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
<b>Respect</b> 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
<b>Excellence</b> 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

<b>Key Relationships</b>	
<b>Internal</b>	<b>External</b>
Executive Team	Department of Health





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Health Information Services (HIS) team	Safer Care Victoria
ICT Team	Victorian Agency for Health Information
Managers	Health Services
<b>Selection Criteria</b>	
<b>Essential:</b>	
Qualifications: <ul style="list-style-type: none"> <li>• Tertiary qualification in Commerce/Accounting or appropriate professional degree</li> <li>• CPA or CA</li> </ul>	
Experience in project and change management process with the ability to work collaboratively with stakeholders to drive outcomes and engagement	
Excellent computer skills including well developed knowledge of MS Office products	
Demonstrated interpersonal and communication (written and verbal) skills that promote effective engagement across all internal and external stakeholders	
High level organisational and time management skills with the demonstrated ability to manage and appropriately prioritise multiple tasks in accordance with competing timelines.	
Developed skills in the extraction, analysis and reporting of data, with a high level of attention to detail.	
Understanding of all funding models and activity reporting requirements	
Demonstrated skills in meeting the required leadership capabilities as outlined below	
Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time.	
<b>Desirable:</b>	
Experience with software applications used at Echuca Regional Health e.g Oracle, Magiq PowerBudget	
Experience with completing Statutory Reporting	
Experience with developing and implementing training programs	
Experience in overseeing the running of a public health organisations that includes funding analysis, activity reporting and compliance monitoring within tight timeframes	

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Leadership Capabilities					
The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.					
Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
<b>Collaboration</b> 	Inspires direction & purpose			✓	
	Turns challenges into opportunities			✓	
	Communicates effectively			✓	
	Builds relationships				✓
	Works collaboratively				✓
<b>Accountability</b> 	Acts with integrity				✓
	Demonstrates accountability			✓	
	Drives accountability			✓	
	Manages self			✓	
	Promotes innovation				✓
<b>Respect</b> 	Accessible communicator			✓	
	Values difference			✓	
	Consistently articulates direction				✓
	Empowers others			✓	
	Respectfully influences			✓	
<b>Excellence</b> 	Delivers results				✓
	Plans and prioritises			✓	
	Thinks and solves problems			✓	
	Consumer focus			✓	
	Innovation change leader			✓	

## TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_ Date:        /        /

Print Name: \_\_\_\_\_

cc: Employee File