

POSITION DESCRIPTION

Financial Controller

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The role of the Financial Controller is to lead the health service in the preparation of budgets including the development and implementation of budget guidelines and systems, processes and reports; forecasting, project costing; preparation of financial and statistical reporting and analysis; and providing support in maintaining the general ledger including preparation and posting of journals.

Position Details	
Position Title:	Financial Controller
Department	Finance
Reports to:	Director Financial Services
Positions Reporting to this role:	To be determined
FTE:	1
Budget:	
Enterprise Agreement:	Health & Allied Services – Managers & Administration Workers 2021-2025
Position Classification:	HS6
Position Description last reviewed:	March 2025

Key Accountabilities
Providing timely, accurate month end processing and reporting
Lead Executive Directors, Directors and Managers in developing and framing budget builds, forecasting and monthly reporting requirements
Budget preparation, education and training in conjunction with relevant team members.
Develop trend analysis, key performance indicators and benchmarking.
Liaise with users across Echuca Regional Health in order to maintain, develop and enhance financial performance reporting systems and processes
Regular meetings with Manager's to discuss their financial performance
Complete end of month accruals and adjustments for correctness and compliance with support documentation requirements
Assess the validity and materiality of the adjustments and assist in the ongoing accuracy and integrity of the data
Continuous review of all funding issues/updates, and effective communication to relevant managers
Enforce all relevant statutory policies and procedures
Influence and contribute to key projects to support Financial Planning and Analysis including project costing for informed decision making
Assist in the review and continuous improvement of financial systems and procedures
Perform other duties as required





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Organisational Responsibilities

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

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:	
Collaboration 	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
Accountability 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
Excellence 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

Key Relationships

Internal	External
Finance Department	Department of Health
Executive and Senior leaders	Auditors
Payroll	Other external agencies

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Selection Criteria

Essential:

Qualifications:

- CPA or CA qualifications
- Financial and Resource Management Skills: demonstrate accounting skills with proven ability to effectively apply contemporary financial management practices and systems; previous experience in developing and framing budget builds, forecasting and monthly procedures
- Systems and Organisational Thinking: proven ability to seek information about relevant systems to solve work problems and assist with decision making
- Communication and Negotiation Skills: able to clearly and confidently communicate with people at all levels of staff, management and external stakeholders; able to handle difficult and sensitive communications well; strong written skills to produce documentation with key messages
- Conceptual and Analytical Skills: ability to use specialised analytical and conceptual skills to reason through problems and achieve quality outcomes
- Customer Focussed: has been successful in actively seeking to meet consumer needs and ways to improve services
- Computer Skills: a high degree of computer literacy is expected and experience in Microsoft Office Suite programs is essential
- Personal Qualities: Able to work as part of a team, as well as to work independently





Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time

Desirable:

- Previous experience in the health sector or large organisation.
- Strong working knowledge of Oracle Financials or equivalent Financial Management Information System

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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.					
✓ PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL					
Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
	Inspires direction & purpose		X		
	Turns challenges into opportunities			X	
	Communicates effectively			X	
	Builds relationships			X	
	Works collaboratively			X	
	Acts with integrity				X
	Demonstrates accountability			X	
	Drives accountability		X		
	Manages self			X	
	Promotes innovation		X		
	Accessible communicator			X	
	Values difference		X		
	Consistently articulates direction		X		
	Empowers others		X		
	Respectfully influences			X	
	Delivers results			X	
	Plans and prioritises			X	
	Thinks and solves problems			X	
	Consumer focus		X		
	Innovation change leader		X		

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