



**HSS Registered**

**Business Analyst – Financial Policy, Risk and Compliance**  
**Health Salaried Officers Agreement; Level G7**  
**Position Number: 115340**  
**Finance**  
**South Metropolitan Health Service**

**Reporting Relationships**

Director Finance SMHS  
 HSO – G12  
 Position Number: SM00085



Manager Corporate Finance  
 HSO – G10  
 Position Number: TBA



**This Position**



Directly reporting to this position:

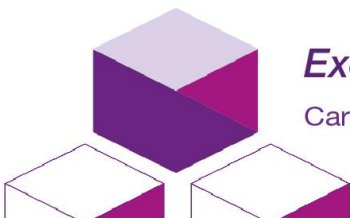
Title	Classification	FTE
Nil		

← Also reporting to this supervisor:

- Policy and Statutory Reporting Officer, HSO G6, 1.0 FTE
- Business Support Officer, HSO G5, 1.0 FTE

**Key Responsibilities**

Provides policy advice at a strategic level in financial policy issues to the South Metropolitan Health Service (SMHS). Provides input to meet statutory reporting requirements.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## Brief Summary of Duties (in order of importance)

### 1. Business Analysis

- 1.1 Monitors developments in accounting policy and integrates developments through SMHS.
- 1.2 Plans the development of accounting policy through research and analysis of the impact of proposed policy and supports SMHS in implementation of such policies.
- 1.3 Provides an advisory service to SMHS on various legislative Acts including the Financial Administration and Audit Act, Hospital Fund Act, Hospitals Act and relevant taxation Acts.
- 1.4 Ensures the provision of accurate and timely information to SMHS business on financial manuals.
- 1.5 Provides advice to SMHS on new directions and developments in standards in financial reporting requirements.
- 1.6 Provides a “self-audit” advisory service to other functions within Finance.
- 1.7 Provides advice on the effect of accounting standards on Health reporting and operations.
- 1.8 Leads SMHS project teams as directed.
- 1.9 Prepares working papers, support and other documentation for SMHS annual reporting process.
- 1.10 Prepares monthly financial reports.
- 1.11 Investigates and responds to Ministerial inquiries and initiates any follow up action where appropriate.
- 1.12 Coordinates SMHS responses to Audit queries, and assists with the preparation of responses to Audit on issues relating to SMHS functions and the annual financial statements.
- 1.13 Designs, develops and delivers accounting training to SMHS finance staff.

### 2. SMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers’ experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 3. Undertakes other duties as directed

## Work Related Requirements

### Essential Selection Criteria

1. Considerable experience in the use of accrual accounting in a commercial environment, the management of large financial databases and substantial knowledge of accrual financial reporting process.
2. Excellent interpersonal, verbal and written communication skills including negotiation skills.
3. Considerable knowledge of Accounting Standards, Statements of Accounting Concepts and Accrual Accounting.
4. Excellent personal computer skills with broad experience in the use of spreadsheet packages.
5. Excellent problem solving skills including conceptual and analytical ability.
6. Sound knowledge of the legislation relating to the responsibilities of the position.

### Desirable Selection Criteria

1. Tertiary qualifications in relevant discipline.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

<u>Giulia Orsi</u>	<u>HE74812</u>	<u>10 Jan 2018</u>
Manager / Supervisor Name	Signature or HE Number	Date
<u>Diana Carlsson</u>	<u>He00156</u>	<u>10 Jan 2018</u>
Dept. / Division Head Name	Signature or HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

<u>Occupant Name</u>	<u>Signature or</u>	<u>HE Number</u>	<u>Date</u>
<u>Effective Date</u>			

HSS Registration Details (to be completed by HSS)

<u>Created on</u>	<u>Last Updated on</u>	<u>10/01/2018 he126698</u>
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