



North Metropolitan Health Service
Job Description Form

HSS Registered

Finance and Business Analyst
Health Salaried Officers Agreement: Level G6

Position Number: 601705

Finance and Business Unit

**North Metropolitan Health Service – Mental Health Public Health Dental Services
(NMHS-MHPHDS)**

Reporting Relationships

Area Executive Director, NMHS-MHPHDS
Position Number: 005333



Manager Finance and Business, NMHS-MHPHDS
HSO Level G10
Position Number: 006432

Finance and Business Officer, NMHS-MHPHDS
HSO Level G8
Position Number: 601707



This Position



Directly reporting to this position:

| Title | Classification | FTE |
|-------|----------------|-----|
| Nil | | |

Other positions under control

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Prime Function / Key Responsibilities

Provide high level financial and business process support and advice to programme personnel and cost centre managers within North Metropolitan Mental Health Service (NMHS MH). Work collaboratively with Finance and Business Officers and Manager, to develop and maintain the performance analysis tools specifically for NMHS MH. In liaison with Cost Centre Managers, develop and manage the service unit's budget and contribute to the management and improvement against agreed indicators. Ensure high quality and consistent business services are provided to internal stakeholders and provide sound management of financial and business procedures on an operational basis.

Brief Summary of Duties (in order of importance)

1. Business Planning and Management

- 1.1 Provide business management analysis and support.
- 1.2 Analyse, evaluate, report and advise on Divisional performance against agreed indicators.
- 1.3 Contribute to and coordinate the development of business plans.
- 1.4 Develop and/or participate in the preparation of business cases for new/improved services to be presented to internal and external stakeholders.
- 1.5 Participate in the development and implementation of strategies to manage unplanned variance.
- 1.6 Establish and monitor service arrangements with external providers (including through service level agreements and contracts).
- 1.7 Develop and maintain effective networks and working relationships with colleagues, stakeholders, management, other public sector agencies and members of the community.
- 1.8 Contribute to the development of targets for activity, expenditure and FTE requirements.

2. Financial Management

- 2.1 In liaison with Directors, develop and manage the budget. This includes:
 - prepare annual budget, equipment and capital works submissions
 - represent the management team in budget negotiations
 - develop and implement strategies to meet the financial constraints of the budget
 - monitor and report on Divisional financial performance, including through the development and maintenance of appropriate financial systems and controls
 - prepare financial and budgetary reports and statements.
- 2.2 Assist in identifying and provide financial input to proposals to improve the provision of patient services.
- 2.3 Provide input to the ongoing management of the Asset Register.

3. Information Management

- 3.1 Maintain and develop relevant management information systems in the Unit.
- 3.2 Ensure the availability and enhance the relevance, timeliness and accuracy of financial, statistical and patient activity information.
- 3.3 Assist Budget Holders in obtaining and understanding the information required to make informed decisions.
- 3.4 Assist in meeting management reporting requirements.

4. Human Resource Management

- 4.1 In conjunction with management, develop staffing profiles for all areas to meet service requirements.
- 4.2 Liaise with Directors to identify research and prepare proposals on opportunities and implications of implementing staffing strategies.
- 4.3 Liaise with Nurse Managers, Medical Administration, Health Support Services (HSS) and Workforce Services to ensure the correct allocation of staffing costs.

5. NMHS Governance, Safety and Quality Requirements

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Participates in an annual performance development review.

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- 5.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Progress towards a recognised professional qualification in finance, accounting, economics or health management or relevant experience in a business environment.
2. Experience in the development, implementation and management of business systems (including health information management systems) and work practices.
3. Knowledge and demonstrated abilities relevant to the development and management of budgets.
4. Well-developed conceptual, analytical and report writing skills.
5. Organisation skills and the ability to be flexible, adaptive and innovative in the achievement of targets.
6. Well-developed communication and interpersonal skills including the ability to liaise and negotiate with a variety of people in various contexts.

Desirable Selection Criteria

1. Knowledge of Activity Based Funding/Management (ABF/ABM) and the impact of ABF/ABM on the delivery of clinical services in a large teaching hospital.
2. Significant experience in a health care environment.
3. 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.

| Manager/Supervisor | Dept./Division Head | Position Occupant |
|--------------------|---------------------|-------------------|
| Name: | Name: | Name: |
| Signature/HE: | Signature/HE: | Signature/HE: |
| Date: | Date: | Date: |

Created on:

Last updated on: July 2018

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