



HSS Registered March 2018

## Finance & Business Officer

### Health Salaried Officers Agreement: Level G8

Position Number: 603177

**Corporate Support Unit / Corporate Services and Contract Management  
East Metropolitan Health Service**

#### Reporting Relationships

Executive Director Corporate Services and Finance  
Award Level: HSO Class 2  
Position Number: 602767



Manager Business Operations  
Award Level: HSO G10  
Position Number: 602803



**This Position**



Directly reporting to this position:

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



Also reporting to this supervisor:

- Coordinator Corporate Services; HSO G5; 1.00FTE
- Clerical Assistant; HSO G2; 1.00FTE

#### Key Responsibilities

Provides high level business management support and advice in the development, implementation, delivery, and coordination of financials to the Corporate Service Group. Ensure high quality and consistent business a service are provided and provides sound management of the financial and business functions on a day to day basis, including budget formation, monitoring and evaluation.

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

### 1. Business Planning and Management

- 1.1 Provide high level business management support and advice.
- 1.2 Contribute to and coordinate the development of business plans and accounting management program and take responsibility for monitoring its implementation. Contribute to broader health service planning.
- 1.3 Develop and/or participate in the preparation of business cases and procurement plans for new/improved services and projects to be presented to internal and external stakeholders, including appropriate risk management assessment.
- 1.4 Analyse, evaluate, report and advise on budgetary performance against agreed indicators.
- 1.5 Participate in the development and implementation of strategies to manage unplanned variance.
- 1.6 Take responsibility for the establishment and monitoring of the financial aspects of 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 management, assist to develop and manage the financial components of the Division. This includes:
  - prepare the annual budgets
  - advise on the budgetary requirements of identified contracts including analysis of trends and/or financial implications of contract provisions (e.g. Abatements).
  - represent the management team in budget negotiations as appropriate
  - develop and implement strategies to meet the financial constraints of the budget
  - monitor and report on financial performance, including through the development and maintenance of appropriate financial systems and controls
  - prepare financial and budgetary reports and statements including required monthly and annual reporting on contracted entities.
- 2.2 Undertakes the monthly billing process for the St John of God Midland contract.

### 3. Information Management

- 3.1 Manage, maintain and develop relevant management information systems.
- 3.2 Liaise with appropriate staff to ensure the availability and enhance the relevance, timeliness and accuracy of financial, statistical and patient activity information for the Unit including for contracted entities.
- 3.3 Assist the management in obtaining and understanding the information required to make informed decisions.

### 4. Human Resource Management

- 4.1 In conjunction with management, develop staffing profiles to meet service requirements.
- 4.2 Liaise with management to identify research and prepare proposals on opportunities and implications of implementing staffing strategies.

### 5. EMHS 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.
- 5.3 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.

- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
  - 5.5 Performs duties in accordance with Government, WA Health, East 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. Recognised professional qualification in finance, accounting, economics or health management or extensive relevant experience in a business environment.
2. Significant experience in the development, implementation and management of business systems (including health information management systems) and work practices.
3. Demonstrated ability in the development of business plans and business cases.
4. Knowledge and demonstrated abilities relevant to the development and management of a substantial financial budget.
5. Highly developed conceptual, analytical and report writing skills.
6. Knowledge of sound financial reporting requirements and key financial terms for inclusion in contracts with external parties.
7. 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 together with an appreciation of the impact of Activity based funding on the delivery of services.
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 Name  | Signature or | HE Number | Date |
| 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.

|                |              |           |      |
|----------------|--------------|-----------|------|
| Occupant Name  | Signature or | HE Number | Date |
| Effective Date |              |           |      |

### HSS Registration Details (to be completed by HSS)

|            |            |                 |                    |
|------------|------------|-----------------|--------------------|
| Created on | March 2018 | Last Updated on | 16/03/2018 HE38566 |
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