



North Metropolitan Health Service  
**Job Description Form**

**HSS REGISTERED**

**Finance and Business Analyst**  
**Clinical Costing**  
**Health Salaried Officers Agreement: Level G6**  
**Position Number: 006477**  
**Business Information & Performance**  
**NMHS Business & Performance**

**Reporting Relationships**

Area Director Business Information and  
 Performance  
 HES Grade A - Corporate  
 Position Number: 00008225



Manager ABM & Costing  
 Award Level: HSO G10  
 Position Number: 008118



**This Position**



← Also reporting to this supervisor:

- Senior Policy Officer, HSO Level G9, 1.0 FTE
- Finance and Business Officer, HSO Level G8, 2.0 FTE
- Finance and Business Analyst, HSO Level G6, 2.0 FTE

Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	•
Nil			

**Prime Function / Key Responsibilities**

Assists in the development, implementation, delivery, coordination and evaluation of Activity Based/Clinical Costing and Performance Management systems which consolidate financial, clinical and operational information for NMHS. Produces appropriate benchmarking, internal & external monitoring, reporting and management action. Supports the efficient and effective use of resources to achieve agreed objectives and service level business outcomes.

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

### 1. Specific Duties

- 1.1. Assists with the development, implementation and delivery of Activity Based/Clinical Costing and Performance Management systems which consolidate financial, clinical and operational information for NMHS. Working in close consultation with Department of Health Finance, Health Support Services (HSS), and other Finance and Business staff in other Health Services and within NMHS.
- 1.2. Supports compliance with the Financial Administration and Audit Act, relevant accounting standards and corporate accounting policies. Assists in the acquisition of accounting information and the maintenance of accounting records for ABF; ensures the accuracy and appropriateness of all financial and related statistical information as well as Benchmarking and reporting.

### 2. Business Planning and Management

- 2.1. Provide business management analysis and support.
- 2.2. Analyse, evaluate, report and advise on Divisional performance against agreed indicators.
- 2.3. Contribute to the development of Feeder systems and Costing Processes.
- 2.4. Participate in the development and implementation of strategies to manage unplanned variance.
- 2.5. Establish and monitor service arrangements with providers (including through service level agreements and contracts).
- 2.6. Develop and maintain effective networks and working relationships with colleagues, stakeholders, management, other public sector agencies and members of the community.
- 2.7. Contribute to the development of service weights, targets & statistics including activity, expenditure and FTE.

### 3. Financial Management

- 3.1. In liaison with Directors, assist with budget development, including monitoring and reporting on Divisional financial performance, including through the development and maintenance of appropriate financial systems and controls prepare financial or budgetary reports and statements as required.
- 3.2. Assist in identifying and provide financial input to proposals to improve the provision of patient services.
- 3.3. Provide input to the ongoing management of the Asset Register.

### 4. Information Management

- 4.1. Manage, maintain and develop relevant management information systems.
- 4.2. Ensure the availability and enhance the relevance, timeliness and accuracy of financial, statistical and patient activity information.
- 4.3. Assist management in obtaining and understanding the information required to make informed decisions.
- 4.4. Take responsibility for meeting management reporting requirements.

### 5. Human Resource Management

- 5.1. In conjunction with management, develop staffing profiles to meet the service requirements.
- 5.2. Liaise with Directors to identify research and prepare proposals on opportunities and implications of implementing staffing strategies.
- 5.3. Liaise with Nurse Managers, Medical Administration, HSS and Workforce Services to ensure the correct allocation of staffing costs.

### **6. NMHS Governance, Safety and Quality Requirements**

- 6.1. Participates in the maintenance of a safe work environment.
- 6.2. Participates in an annual performance development review.
- 6.3. 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.
- 6.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 6.5. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 6.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### **7. Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Experience in the development, implementation and management of business systems (including health information management systems) and work practices.
2. Substantial knowledge and experience in product costing, budgeting and/or financial management practices for business units within large complex organisations.
3. Well-developed conceptual, analytical and report writing skills.
4. Organisation skills and the ability to be flexible, adaptive and innovative in the achievement of targets.
5. 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. Recognised professional qualification in finance, accounting, economics or health management.
2. Knowledge of Casemix funding principles together with an appreciation of the impact of Casemix funding on the delivery of clinical services in a large teaching hospital.
3. Significant experience in a health care environment.
4. 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/HE:  
Date:

### Dept./Division Head

Name:  
Signature/HE:  
Date:

### Position Occupant

Name:  
Signature/HE:  
Date: