



Healthy kids, healthy communities

Compassion

Excellence

Collaboration

Accountability

Equity

Respect

Finance Officer - Medical Services

Position details

Position Number:	00013550
Classification:	HSO Level G6
Agreement:	Health Salaried Officers Agreement
Directorate:	CAHS Corporate Services
Department:	Finance
Location:	Perth Children's Hospital

Reporting relationships

This position reports to:

00013549 Manager Financial Operations

G10

Positions under direct supervision:

Nil

Key Responsibility

In liaison with the Manager Financial Operations, develops and manages budgets and contributes to the management and improvement of performance against agreed indicators. Manages and reports on the Special Purpose Accounts within CAHS. The position is also responsible for ensuring high quality and consistent business services are provided to CAHS and provide sound management of the financial and business functions on a daily basis.



About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

CAHS is made up of four service streams:

- **Neonatology:** Neonatology provides state-wide tertiary neonatal services to the sickest newborn babies and infants in Western Australia.
- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

Our vision

Healthy kids, healthy communities

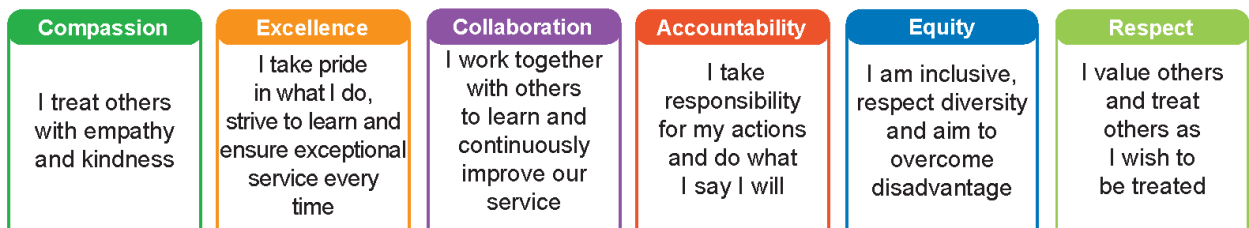
Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

Our objectives



Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:



1. Summary of accountabilities

Business Planning and Management

- Provides business management analysis and support.
- Develops and manages program budgets.
- Analyses, evaluates, reports and provides advice on divisional performance against agreed indicators.
- Contributes to and coordinates the development of business plans.
- Develops and/or participates in the preparation of business cases for new/improved services to be presented to internal and external stakeholders.
- Participates in the development and implementation of strategies to manage unplanned variance.
- Establish and monitor service arrangements with external providers (including through service level agreements and contracts).
- Develops and maintains effective networks and working relationships with colleagues, stakeholders, management, other public sector agencies and members of the community.
- Contributes to the development of targets for activity, expenditure and FTE requirements.

Financial Management

- In liaison with senior management, develops and manages program budgets, which includes:
 - Preparing the annual budget, equipment and capital works submissions;
 - Assisting in budget negotiations;
 - Assisting in the development and implementation of strategies to meet the financial constraints of the budget;
 - Monitoring and reporting on divisional financial performance, including through the development and maintenance of appropriate financial systems and controls; and,
 - Preparing financial and budgetary reports and statements.
- Assisting in identifying and providing financial input to proposals to improve the provision of patient services.
- Provides input to the ongoing management of the Asset Register.

Information Management

- Maintains and develops relevant management information systems.
- Ensures the availability and enhances the relevance, timeliness and accuracy of financial, statistical and patient activity information.
- Assists budget holders in obtaining and understanding the information required to make informed decisions.
- Assists in meeting management reporting requirements.

Human Resource Management

- In conjunction with management, develops staffing profiles for all areas to meet service requirements.
- Liaises with directors to identify research and prepare proposals on opportunities and implications of implementing staffing strategies.
- Liaises with Nursing Managers, Medical Administration HSS and Workforce Services to ensure the correct allocation of staffing costs.

2. CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct; the CAHS Vision and Values; and CAHS commitment to protecting children and promoting their safety.
- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.
- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Occupational Safety and Health Act (WA) 1984*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.

Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

Essential selection criteria

1. Experience in the development, implementation and management of business systems (including health information management systems) and work practices.
2. Demonstrated ability in the development of business plans and business cases.
3. Knowledge and demonstrated abilities relevant to the development and management of budgets.
4. Well-developed conceptual, analytical and report writing skills.
5. Organisational 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. Recognised professional qualifications 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 of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Appointment to this position is subject to the following:

- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.
- Successful pre-employment health assessment.

Certification

Created on	Last Reviewed	HSS Registered
31/03/2020	31/03/2020	28/08/2020

I verify that the details in this document are an accurate reflection of the requirements of the position.

Manager / Supervisor

Signature or HE Number

Date

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

Occupant Name

Signature or HE Number

Date