



North Metropolitan Health Service
Job Description Form

HSS REGISTERED

Finance and Business Analyst

Health Salaried Officers Agreement: G-6

Position Number: CG008536, CG008537, CG008538, CG008539

North Metropolitan Health Service

Business and Performance Division

Finance and Business Services

Sir Charles Gairdner and Osborne Park Health Care Group

Reporting Relationships

Director Finance and Business Partnering,
 SCGOPHCG
 HSO Level: G-12
 Position Number: 008204



Business Manager
 HSO Level: G-10
 Position Number: 008230



This Position



Also reporting to this supervisor:

- Nil

Directly reporting to this position:

Title	Classification	FTE
Nil		

Other positions under control

- Nil

Prime Function / Key Responsibilities

Prepares and provides financial, activity and performance reports and analysis for the Business Manager, Divisional Co-Director/Head of Area and the Director Finance and Business Partnering.

Responsible for providing financial, activity, procurement and resource allocation monitoring and advice to staff within the Division / Business Unit.

Brief Summary of Duties (in order of importance)

1. Financial Management and Reporting

- 1.1 Prepares, critically analyses and distributes regular and ad hoc managerial reports, including financial, Full Time Equivalent (FTE) and activity reports, to all cost centre managers. Liaises with front line managers and/or Heads of Departments on variances.
- 1.2 Prepares Divisional journals and other financial transactions, including accruals, receivables and payables, to ensure that financial reporting is accurate and complete.
- 1.3 Prepares monthly Divisional and Departmental forecasts, under the supervision of the Business Manager.
- 1.4 Liaises with relevant stakeholders in relation to financial, procurement and resource matters affecting the Division and/or Group and ensures that appropriate action is taken.
- 1.5 Contribute to the development of targets for activity, financial and FTE requirements.

2. Business Analysis and Performance

- 2.1 Analyse, evaluate, report and advise on Divisional performance against agreed indicators.
- 2.2 Participate in the development and implementation of strategies to manage unplanned variances.
- 2.3 Supports the Business Manager in the development, coordination and monitoring of Divisional Business Plans.
- 2.4 Develop and/or provide financial input to proposals and business cases for new/improved services.
- 2.5 Prepares and provides information and analysis to support the development, management and monitoring of Business Cases, MOUs, contracts and service agreements for the delivery of services within or provided by the Division and/or Business Unit.
- 2.6 Liaises with external agencies and other Health Service Providers, as directed by the Business Manager.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment
- 3.2 Participates in an annual performance development review.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Progress towards a recognised professional qualification in accounting, finance or economics, or relevant experience in a business environment.
2. Demonstrated knowledge and experience in budget and financial management practices in a large organisation or business unit.
3. High level of knowledge and experience in the use of contemporary financial software, including financial and data analysis.
4. High-level conceptual, analytical and report-writing skills, with the ability to present complex financial information effectively.
5. Well-developed communication and interpersonal skills including the ability to liaise and negotiate with a variety of people in various contexts.
6. Ability to work independently with minimal supervision and as part of a team to achieve results.

Desirable Selection Criteria

1. Knowledge of the legislative, regulatory and administrative framework for financial management, accountability and reporting in a public sector environment
2. Knowledge of ABF/ABM and the impact of ABF/ABM on the delivery of clinical services in a large teaching hospital.
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/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: