



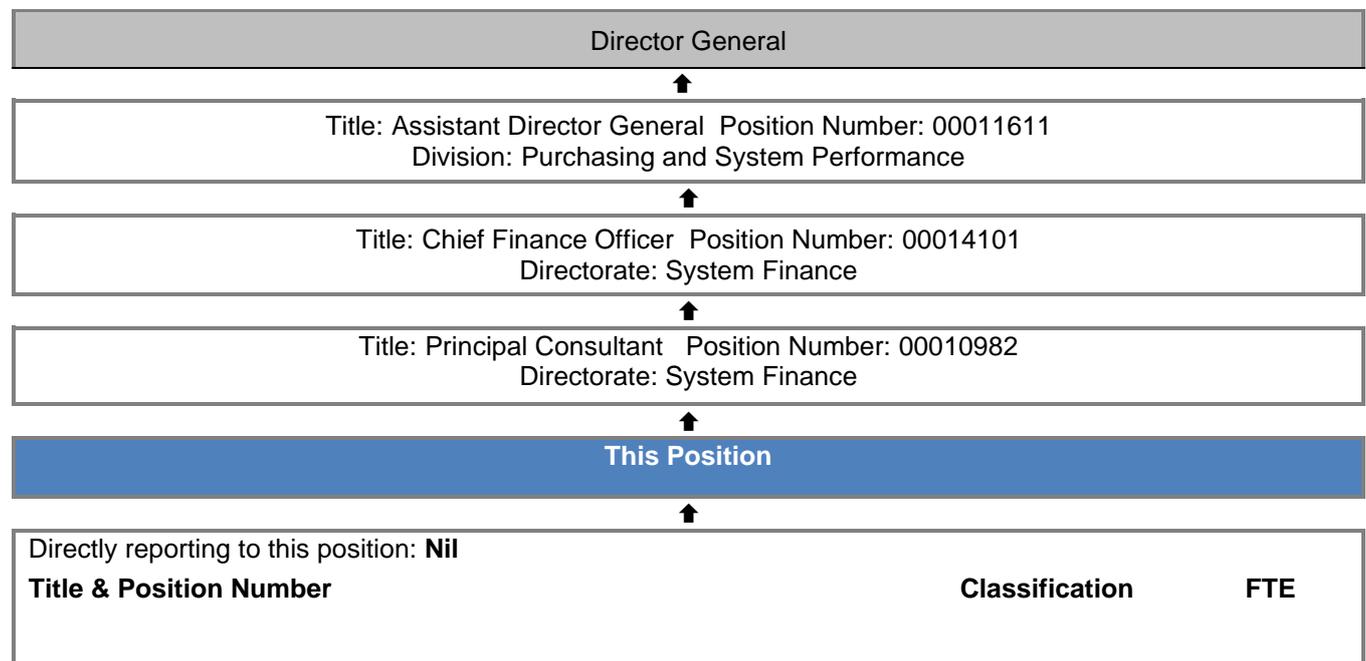
POSITION DESCRIPTION

Position Number	00011571
Position Title	Graduate Finance & Business Analyst
Classification	PSO Level 3
Division	Purchasing and System Performance Division
Directorate	System Finance
Position Status	Permanent
Award	Public Sector CSA Agreement
Site Location	East Perth

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Respect, Excellence, Integrity, Teamwork, Leadership

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

To actively build on existing skills from previous qualifications and experiences, and work with health services and the Department of Health, to contribute to the development of business products that improves the financial and business management and accountability of the WA Health system. The work plan is based on rotational opportunities and will encompass projects, research, analysis, and policy.

Finance & Business Analyst (Graduate)

Position Number: 00011571

BRIEF SUMMARY OF DUTIES

This section outlines the results and outcomes required of an individual in this position.

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

The Graduate Development Program provides opportunities for individuals with an accounting, finance or economics qualification to work with Health Services and the Department of Health to provide quality financial advice and contribute to the development of business products to be used within the WA Health system.

In this program you will build on your financial and business management knowledge and technical skills, and learn how to apply this within a WA Health context. You will develop leadership skills and actively contribute to positive team outcomes that assist in improving financial and business management and accountability.

Specific duties include:

1. Financial Management

- 1.1 Preparing financial and budgetary reports and statements.
- 1.2 Participating in the development and implementation of strategies to manage unplanned budget variances.
- 1.3 Contributing to the development, analysis and reporting of targets for clinical activity, expenditure and FTE requirements.

2. Business Management

- 2.1 Undertaking research, analysis and presenting findings in the format of reports, submissions, briefing notes, ministerial correspondence and internal memos.
- 2.2 Participating in the preparation of business analyses and supporting documentation on proposals for new and/or improved services.
- 2.3 Analysing, evaluating and providing financial and business recommendations on business activity and health reform projects.
- 2.4 Working with large data sets, managing the data integrity, and undertaking financial and business analysis.

3. Stakeholder Management

- 3.1 Liaising and consulting with internal and external stakeholders.
- 3.2 Representing the business in a professional manner both internally and externally as required.

4. Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment
- 4.2 Participates in an annual performance development review
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria

1. Degree qualifications in accounting, finance or economics with a good academic standing.
2. Ability to collect/research relevant information, problem-solve and make evidence-based recommendations.
3. Ability to prioritise and organise work, use initiative and is committed to achieving results.
4. Ability to work in a professional and ethical way, accepting personal responsibility for meeting expectations.
5. Ability to work with internal and external stakeholders to develop relationships and build rapport.
6. Ability to use clear, well-structured verbal and written communication when providing financial and business advice.
7. Excellent computing skills, including the ability to use Microsoft Excel to manage large data sets.

Desirable Selection Criteria

1. Knowledge of the WA Health system (or health related industries).
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
3. Eligible for enrolment into the Chartered Accountants (CA) or Certified Practising Accountants (CPA) Australia Program - accredited degree pathway.

Appointment Factors

- Successful 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	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: