



West Wimmera Health Service Position Description

Position:	Finance Manager
Location:	Based at Nhill but may be required to work across all sites as mutually agreed upon
Reporting to:	Executive Director of Finance & Administration
Division:	Finance and Administration
Award:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Level:	Dependent on qualifications and experience

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service (WWHS). We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometre region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Purpose – *Great care, every person, every time.*

Our Strategic Goals

Our people – Inclusive, Respectful, Productive

To be a great place to work where everyone contributes and everyone belongs.

Our Care - Safe, Effective, Innovative

To fully embrace new technologies and processes that 2 enable world class rural healthcare.

Our Community - Connected, Informed, Healthy

To be fully engaged with the communities we serve, supporting people to live longer, healthier and happier lives.

Our Future - Environmentally Responsible, Economically Secure

To maintain financial sustainability and develop an Environment, Social and Governance (ESG) strategy to align 4 the service's operations with established ESG principles.

Our Values



TOTAL CARE

Delivering care that is safe, effective and person-centred, always.



SAFETY

Providing a safe workplace and services free from avoidable harm.



UNITY

Working well together in a great place to work.



ACCOUNTABILITY

Doing the right thing by our stakeholders and ourselves.



INNOVATION

Using our imagination - if there's a better way we will find it.

West Wimmera Health Service acknowledges the Wotjobaluk, Jaadwa, Jadawajali, Wergaia and Jupagalk Nations as Traditional Owners of country and pay our respects to Elders past and present.

We celebrate, value and include people of all backgrounds, genders, sexualities, cultures, bodies and abilities.

Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> • Employees • Managers • Executive Director • Auditors 	<ul style="list-style-type: none"> • External service providers and suppliers • Government Department and Agencies • Financial institutions • Community members, clients patients and residents

Position Overview:

The Finance Manager plays a decisive role within West Wimmera Health Service, responsible to assist the Executive Director of Finance and Administration in providing high quality and meaningful information to a wide variety of internal and external stakeholders.

The position's key focus includes monthly and annual reporting, financial performance management, budget preparation, cash forecasting, development of financial plans and providing analysis and interpretation as required.

The Finance Manager oversees the maintenance of accounting and performance management systems and accounting data including general ledger, accounts payable, accounts receivable, purchasing, inventory, asset register, billing and collection, divisional budget reviews, forecast estimates and financial improvements.

Key responsibilities:

- Reconcile subsidiary ledgers to associated control accounts in the General Ledger each month.
- Ensure compliance and reporting is completed to accounting standards and best practice in a timely manner.
- Develop and implement financial performance management capabilities across the Service to improve and monitor against various budgets and forecasts.
- Administer appropriate process improvements, controls, financial and accounting duties.
- Maintain acceptable level of outstanding debts in accordance to procedures

- Prepare statistical reports and summarise and monitor and check accuracy of reports.
- Liaise with internal stakeholders and external service providers.
- Prepare and oversee lodgement and preparation of monthly Portfolio Financial reports (PFR), Activity Statements, Performance Indicators, PFR Eliminations & movements, Cash flow and other financial reports into the DHHS Financial Reporting System (HeART)
- Prepare financial acquittals for submission as mandated, completing reporting requirements in timely manner.
- Oversee revenue and ensure accurate records are maintained.
- Manage the purchasing and payment functions of the Health Service.
- Manage the Health Service 's working capital and cash flow requirements.
- Provide relevant qualitative financial information to appropriate senior staff to assist planning, decision making and resource management.
- Assert accurate and effective electronic filing systems.
- Coordinate the development of the Health Service's pricing strategies, financial plans and submissions.
- Manage, maintain, and operate accounting systems for general ledger, accounts payable, purchasing, inventory, asset register, accounts receivable and project/service costing and variance reporting.
- Develop and maintain appropriate costing systems that will provide an accurate measurement of real service costs including the allocation of all non-direct costs incurred by the Health Service
- Develop and review financial management policies and procedures as required.
- Manage direct reports in a positive and proactive manner to optimise staff developmental potential, organisational management and resource efficiency.
- Demonstrate leadership and enthusiasm to staff within the division, and motivate those staff to achieve the performance expected.
- Identify and assist in the solution to any communication and workflow problems observed by suggesting improvements and enhancements to existing systems and processes, in accordance with the Health Services procedures.
- Undertake other duties and functions as directed, commensurate with current level of skills and classification.
- Assist Executive Director of Finance and Administration in administering financial duties and tasks
- Train new employees in clerical or administrative duties relating to the finance and administration faculty.
- Any other duties as reasonably required.

Statement of duties:

Professional Practice:

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Recognise, respond and escalate changes in the patient's condition.
- Attend external meetings or professional development to maintain accreditation

Quality, Safety and Risk Management:

- Ensure you are aware of the West Wimmera Health Service's emergency procedures.
- Ensure compliance at all times, with mandatory education competencies completed by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Management.
- Actively participate in relevant accreditation processes.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.

Communication:

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other Community Care Team members, customers, volunteers) and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.
- Demonstrated capacity to effectively give and receive constructive feedback and/or criticism.
- Demonstrated capacity to effectively manage conflict at a personal level and to appropriately escalate matters beyond a personal level.
- Establish, develop and maintain trust and confidence with line managers and direct reports.
- Work effectively consistent with policies and procedures to and agreed performance and behavioural expectations.

Key Selection Criteria:

Essential:

1. Degree qualified in Accounting, Commerce, Business, Finance or related discipline
2. Professional certification in accounting – IPA, CA or CPA
3. Demonstrated ability to motivate and lead a team to provide effective support and services to the Health Service
4. Demonstrated experience in the management, development and operation of accounting and financial control systems
5. An understanding of the *Financial Management Act* and the Australian Accounting Standards as they apply to the Health Industry
6. Strong communication, organisation and time management skills with excellent attention to detail
7. Well-developed interpersonal, communication, conceptual and analytical skills suitable in a fast-paced environment
8. Customer service focused approach when liaising with all stakeholders
9. Minimum two years finance experience, specifically in accounting and leadership

Desirable:

10. Qualification (Certificate or above) in financial management or equivalent field.
11. Demonstrated ability to prioritise and manage multiple tasks at hand
12. Two to three years previous experience working in all finance related positions or field.

13. Health industry experience and system controls
14. Well-developed data analysis skills and report writing skills
15. Proven experience with business improvement and development processes

Pre Requisites:

1. NDIS Worker Screening Clearance
2. Working with Children Check
3. Fully vaccinated for COVID-19 as per current Department of Health Directive.
4. Flu Vaccination
5. Australian Driver's License

Internal Direct Reports:

- Accountants
- Accounts Payable
- Trainees

External Direct Reports:

Nil

Appraisal:

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

Certification

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

Authorised By: Executive Director Finance and Administration	
Name: Janette Lakin	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: