



# East Wimmera Health Service

*Cultivating Healthy Communities*

## **Finance & Administration Manager**

***St Arnaud Campus***

***Permanent Full time***

***80 hours per fortnight (accruing 1 ADO per month)***

The Finance and Administration Manager manages the daily operations of the EWHS Finance Department, St Arnaud Administration and has a functional responsibility for the Campus Administration activity. This position ensures that the Board of Management, Executive and Management Team may rely on the integrity of the accounts and financial reporting systems. The position plays a key role in the development and maintenance of annual budgets, financial reporting requirements and associated systems. The position works collaboratively with the Board of Management, Executive and Management Team, providing direction and guidance on financial management.

### **Key Selection Criteria:**

- Tertiary qualifications accredited by CPA Australia or similar accounting body.
- Experience in mainframe and pc based finance systems and extensive experience in preparing and maintaining complex Excel spreadsheets.
- Extensive experience in budgeting, accounting analytical processes and financial reporting processes and practices.
- Proven ability to deliver timely financial reports and analysis.
- Capacity to effectively lead and manage staff to achieve objectives, priorities and performance standards.
- Well developed interpersonal skills and proven ability to promote effective relationships with internal and external clients.
- Demonstrated knowledge of Australian Accounting Standards, statutory requirements, regulations and practices which apply in a health services environment.

A position description can be viewed for more information

**Enquiries to:** Alister Ferguson, Director Finance & Business Services, on **03 5477 2159** or [alister.ferguson@ewhs.org.au](mailto:alister.ferguson@ewhs.org.au)

**To apply:** An application addressing the key selection criteria and resume including the names of two professional referees is to be e-mailed to the Human Resources Manager, [mary.brown@ewhs.org.au](mailto:mary.brown@ewhs.org.au) or posted to PO Box 31, St. Arnaud VIC 3478.

Applications close: **5:00pm Monday 20<sup>th</sup> November 2017**

Appointment to this position is subject to a satisfactory police check.  
An Equal Opportunity Employer

**Trevor Adem**  
**Chief Executive Officer**