

East Wimmera Health Service

Position Description

Position Title: FINANCE AND ADMINISTRATION MANAGER

Classification: Up to HS 5 Admin Grade 5.

Responsible To: Director Finance and Business Services

Salary and Conditions: In accordance with the Health, Community Services and Ambulance - Management and Administrative Staff (Public Sector - Victoria) Award 2003 and Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011-2015.

POSITION SUMMARY:

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:

Essential knowledge, skills and aptitudes:

- 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.
- Ability to present complex and varied data in a simple, concise, easy to understand manner.
- Ability to work under pressure and to prioritise work effectively.
- Ability to contribute to the refinement and innovation of financial and business service systems.
- Ability to comprehend and integrate changes in legislation into finance processes and systems.

OTHER SELECTION CRITERIA:

Desirable knowledge, skills and aptitudes:

- Financial management experience in a multi-site environment.
- Experience in the public health sector.

Key Result Area: FINANCIAL MANAGEMENT:

Lead, manage and develop financial management practices which are consistent with the strategic and business objectives, and the policies and procedures of the Health Service.

Major Action	Performance Indicator
In conjunction with the Director Finance and Business Services, implement and maintain program and campus budgeting.	<ul style="list-style-type: none">• Implementation of program and Campus budgets.

Maximise the level of funding received from the Department of Human Services Victoria and other State and Federal Government bodies.	<ul style="list-style-type: none"> Funding levels are achieved.
Assist and guide Campus Managers in developing their individual budgets and assist in analyzing initiatives and proposals.	<ul style="list-style-type: none"> Campus budgets are developed annually. Consultation is achieved and is effective.
Preparation of Financial Statements and Returns (as required) for the Department of Health Victoria and the Commonwealth Department of Health and Ageing.	<ul style="list-style-type: none"> Timely and accurate Statements and Returns.
Oversee the annual financial audit of the Health Service.	<ul style="list-style-type: none"> Audit requirements are met.
Assist the Executive and Campus Managers to monitor control over expenditure and assist to investigate variances.	<ul style="list-style-type: none"> Budget is consistent with forecasts. Variances are identified, managed effectively and outcomes reported.
Provide accurate and reliable financial reports to the Board of Management, Executive, and Campus Managers.	<ul style="list-style-type: none"> Timely and accurate reports.
Prepare FBT and GST returns to the ATO.	<ul style="list-style-type: none"> Returns prepared in accordance with the statutory requirements.

Key Result Area: BUSINESS ADMINISTRATION:

Manage administrative activities to ensure the efficient use of Health Service resources.

Major Action	Performance Indicator
Develop, implement and evaluate management systems, policies and procedures relating to Finance and Administration.	<ul style="list-style-type: none"> Administration processes are effective.
Provision of Administration services at St Arnaud.	<ul style="list-style-type: none"> Administration services provided effectively.
Assist with the preparation of documents such as tenders, submissions and reports.	<ul style="list-style-type: none"> Reports and submissions are fully costed and prepared in a timely manner.
Provide information, advice and act as a resource for Campus Managers in the management of their budgets.	<ul style="list-style-type: none"> Feedback indicates information, advice and assistance is appropriate.
Plan, coordinate and delegate work tasks effectively and appropriately.	<ul style="list-style-type: none"> Coordination and delegation is effective and in accordance with guidelines and procedures.

Key Result Area: REGULATORY COMPLIANCE:

Ensure Finance Department compliance with all relevant legislation, regulatory requirements, professional standards and guidelines.

Major Action	Performance Indicator
Comply with, and oversee staff compliance of professional code of ethics and code of conduct.	<ul style="list-style-type: none"> Requirements are met.
Complete and ensure staff completion of applicable annual mandatory requirements: <ul style="list-style-type: none"> ➤ Emergency Procedures ➤ Manual Handling ➤ Infection Control ➤ Annual Declaration 	<ul style="list-style-type: none"> Annual compliance achieved and documented. Demonstrates knowledge in work performance. Staff attendance.
Oversee relevant documentation systems and standards.	<ul style="list-style-type: none"> Standard of documentation is appropriate and in line with relevant legislation and standards of practice.
Monitor workplace injuries. Implement and evaluate return-to-work programs in collaboration with Human Resource Manager.	<ul style="list-style-type: none"> Workplace injuries are documented and investigated. Return-to-work programs are implemented and evaluated.

	<ul style="list-style-type: none"> • Collaboration with Human Resource Manager is effective.
Ensure EWHS policy and procedures are promoted to staff, are implemented and evaluated as appropriate.	<ul style="list-style-type: none"> • EWHS policy and procedures are adhered to and implemented effectively by staff.
Ensure Finance Department compliance with relevant legislation eg Financial Management Act 1994, Australian Taxation Law, Rulings, etc.	<ul style="list-style-type: none"> • Compliance with relevant legislation is achieved.
In collaboration with the Human Resource Manager, promote and meet employee relations legislation and EWHS Code of Conduct requirements.	<ul style="list-style-type: none"> • Requirements are met and maintained • Prompt and appropriate action is taken upon breaches.

Key Result Area: IMPROVING PERFORMANCE:

Ensure quality service is delivered to clients through Continuous Quality Improvement activities.

Major Action	Performance Indicator
Facilitate an environment in which staff contribute to improving performance.	<ul style="list-style-type: none"> • CQI documents indicate involvement of staff in CQI activities.
Maintain and promote Accreditation Standards and other relevant Standards.	<ul style="list-style-type: none"> • Accreditation Standards and other relevant Standards are met and accreditation status is achieved.
Oversee the implementation and evaluation of quality systems.	<ul style="list-style-type: none"> • CQI forms are completed and presented to the Quality Manager.
Contribute to the expansion of knowledge and ideas within the rural health sector.	<ul style="list-style-type: none"> • When opportunities arise, participation in research and/or publishing/presenting findings is achieved.

Key Result Area: CUSTOMER RELATIONS:

Communicate and liaise effectively with a wide range of stakeholders.

Major Action	Performance Indicator
Model best practice by prompt and appropriate management of internal and external customers.	<ul style="list-style-type: none"> • Compliments Concerns or Complaints policy is reflected in customer relations.
Facilitate and maintain effective communication with internal and external customers.	<ul style="list-style-type: none"> • Feedback indicates communication is appropriate and effective at all levels.
Actively seek customer feedback and act upon findings.	<ul style="list-style-type: none"> • Feedback is attained, relevant issues identified and documented, and appropriate action taken.
Identify and implement ways to improve service delivery to customers.	<ul style="list-style-type: none"> • CQI activities related to customer service are achieved and documented. • Customer service is actively promoted.
Ensure the delivery of a high standard of finance, administration and reception services.	<ul style="list-style-type: none"> • Services provided are of a high standard. • Feedback indicates communication with Directors, Managers and customers is appropriate and effective.

Key Result Area: INFORMATION MANAGEMENT:

Ensure systems and processes for the management of information are established.

Major Action	Performance Indicator
Manage and formulate procedures for systematic retention, retrieval, transfer and disposal of financial records, in accordance with regulatory requirements.	<ul style="list-style-type: none"> • Records are managed appropriately.
Ensure that Policies, Procedures and other like documents are kept up-to-date.	<ul style="list-style-type: none"> • Policies and procedures are current and accessible to staff.
Prepare ad-hoc financial reports as required.	<ul style="list-style-type: none"> • Reports provided.
Utilise information technology effectively to support role.	<ul style="list-style-type: none"> • Information technology use is efficient and effective

Key Result Area: LEADERSHIP AND TEAM DEVELOPMENT:

Lead, manage and develop a diverse team which is consistent with the strategic and business objectives, and the policies and procedures of the Health Service.

Major Action	Performance Indicator
Develop teamwork through leadership, role modeling and effective communication processes.	<ul style="list-style-type: none"> • Team objectives are identified and established. • All team members are aware of their roles and responsibilities. • Team meetings are conducted regularly and are inclusive of team members. • Agendas for department meetings are prepared in advance and minutes are kept, circulated and signed off by all staff. • Team members identify communication processes to be open and effective.
Participate in and contribute to campus staff meetings and Health Service committees.	<ul style="list-style-type: none"> • Participation is active and effective. Contributions are constructive.
Facilitate the performance development and management of staff.	<ul style="list-style-type: none"> • Annual written staff appraisals are completed in a timely manner. • Ongoing performance management issues of staff are identified and managed. • Informal coaching/mentoring of staff is undertaken as required. • Staff have appropriate qualifications, training, skills and knowledge to carry out their roles and responsibilities.
Recruit, select, orient and manage staff to meet team/facility objectives and in accordance with EWHS policy.	<ul style="list-style-type: none"> • Recruitment and selection processes are effective and in accordance with EWHS policy. • All new staff area oriented effectively to the organisation, campus and specific role. • Staffing resources are adequate to meet operational requirements
Facilitate the professional development of staff.	<ul style="list-style-type: none"> • Professional development of staff is encouraged and facilitated.

Key Result Area: PROFESSIONAL / PERSONAL DEVELOPMENT:

Commit to ongoing education and professional development.

Major Action	Performance Indicator
Identify own learning and development needs, actively pursue and participate in relevant educational programs and personal development activities.	<ul style="list-style-type: none"> • Participation in learning and development activities is self directed and relevant to needs. • Learning and development is applied to management practices and evaluated. • Participation in annual appraisal is active.
Maintain current professional knowledge and skills relevant to position.	<ul style="list-style-type: none"> • Affiliation with relevant professional bodies is maintained.
Participate in ongoing education to promote professional and personal development.	<ul style="list-style-type: none"> • Attends appropriate education activities. • Implements and supports implementation of appropriate ideas/strategies gained from education.

EMPLOYEE OBLIGATIONS:

The employee is required to maintain strict confidentiality with reference to all matters pertaining to patients/residents within the Health Service and without. Failure to observe this requirement may be regarded as misconduct warranting termination and incurring liability to penalty pursuant to Section 141 of the Health Services Act 1988.

The employee is required to take all reasonable care to ensure personal safety of others who may be affected by the acts or omissions of the employee in the workplace. (Occupational Health and Safety Act, Clause 25). The employee is required to participate in all safety programs as required by the Health Service.

East Wimmera Health Service Identification Badge must be worn at all times whilst on duty. This remains the property of the organisation and must be returned to the Pay Officer on termination of employment.

The employee is required to participate in the Continuous Quality Improvement Program to encourage excellence of care and cost containment within the Health Service.

The employee is required to participate in the Risk Management program to ensure risks are identified and managed within the Health Service.

The employee is required to adhere to EWHS Code of Conduct.

PERFORMANCE DEVELOPMENT AND REVIEW:

A Performance Development and Review will be completed after the first six months of service and then as per the East Wimmera Health Service Performance Management Policy. The Performance Development and Review is to be discussed with / conducted by the Director Finance and Business Services.

<p><i>Employee's Name:</i></p> <p><i>Employee's Signature:</i></p> <p><i>Date:</i></p>
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<p><i>Manager's Signature:</i></p> <p><i>Position Title:</i></p> <p><i>Date:</i></p>
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