

Position number:**Position:** *Manager- Finance & Budget*

Visa sponsorship is NOT available for this role

EBA: Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025**Classification:** *HS7 to HS8***Salary:** *TRP \$140,000 to \$160,000***Superannuation:** *employer contribution of 11%***Working hours:** *Full time with an ADO***Basis of employment:** *Permanent Full Time***Location:** *All WDHS campuses***Team:** **Finance Department****Line manager:** Director of Corporate Services- Nicholas Starkie**Contact for enquiries:** *Nicholas Starkie* Ph: (03)5551 8213 E: nicholas.starkie@wdhs.net

Please do not send your application to this contact.

How to apply: Online applications. Go to <https://wdhs.net/v2/home/careers/> then find the position by title or number and apply**ABOUT US**

At Western District Health Service (WDHS) we pride ourselves on our strong teamwork and our shared commitment to providing person-centred high-quality healthcare to the Southern Grampians community. We encourage and celebrate diversity, inclusion and accessibility for our staff and visitors to our services and we are dedicated to living our values of: Integrity, Innovation, Collaboration, Accountability, Respect and Empathy.

With a population of approximately 10,000 and a catchment of 16,500, Hamilton is the regional centre of Victoria's Southern Grampians region and WDHS is the largest employer in the region. WDHS provides a comprehensive range of acute inpatient services, residential aged care and primary and community health services. To find our more information about WDHS you can visit <https://wdhs.net/v2/about-us/>.

The Greater Hamilton region is rich with lifestyle opportunities and facilities. Working for WDHS will enable you to pursue your profession, build your career and enjoy a great work/life balance. With the Grampians National Park and stunning beaches on your doorstep in Warrnambool, Port Fairy and Portland and wineries dotted in-between, a better lifestyle is waiting for you! To find our more information about the Greater Hamilton region you can visit <https://wdhs.net/v2/home/careers/community-information/>

Be Yourself - We value the unique backgrounds, experiences and contributions that our staff and visitors bring to our service. First Nations people, those identifying as LGBTQIA+, people of all ages, with disabilities and culturally and linguistically diverse people are encouraged to apply.

About the Role:

The Manager of the Finance and Budget Department is responsible to the Director of Corporate Services for providing the leadership and operational management of the Finance and Budget team. The primary objective is the provision of complete, accurate and reliable financial reports to the Board of Directors, Executive and statutory bodies along with the provision of technical advice of a financial/accounting nature to the organisation ensuring compliance by Western District Health Service with legislation and Australian Accounting Standards.

Responsibilities and Duties

The Manager of Finance and Budget will manage the functions of Finance, Reception/Switchboard, Payroll, Supply, Assets, Contracts Management and Salary Packaging.

- Build, develop and lead a Finance and Budget team that is technically skilled, has strong analytical, interpretive and advisory capabilities and possesses a sound customer service.
- Develop, monitor and review continuous improvement initiatives according to best practice principles including the implementation of changes to accounting practices and policies to ensure compliance with legislation and Australian (and international as required) Accounting Standards.
- Responsible for the coordination of internal and external audits along with reporting to the Finance, Risk and Audit Committee.
- Direct and maintain a department workforce plan which ensures compliance with industrial law and industrial relations practice, initiates appropriate changes in staffing and reporting relationships, ensures staff development training to meet changing workforce requirements.
- Recommend policy directions; accept responsibility for the Finance and Budget department's performance of staff, achievement of targets, adherence to budgets, standards and procedures.
- Take a leading role in identification of risks and development of contingency plans or mitigation strategies to manage these risks effectively and ensure service continuity.
- Identify external and internal trends and policy changes with regard to financial accounting, government funding policy and compliance requirements and analyse impact for the organisation.
- Provide a timely professional and expert consultancy and advisory service to Executive Team and other departments with the organisation including reports and presentations as appropriate.
- Enhance the financial viability of organisation and the development of efficient business policies, plans and practices.
- Ensure records and reports required by the Executive and Board of Directors are prepared in an appropriate form and on a timely basis.
- Ensure Western District Health Service complies with all standards, statutory obligations and accreditation requirements as they relate to the areas of responsibility.
- Ensure systems and controls are in place to monitor performance against targets and to achieve continuous improvement in identified key areas.
- Provide oversight of the administration and recording of contracts for WDHS.
- Management of projects including system implementation within managed functions, as appropriate.
- Provide financial services and advice for Casterton Memorial Hospital including oversight of monthly reporting, audits, budget preparation and year-end financial requirements.

About You:

Selection Criteria

- Commitment to the WDHS Values of Integrity, Innovation, Collaboration, Accountability, Respect and Empathy and ability to exhibit behaviour which reflects our values.

- Ability to work collaboratively and cohesively with colleagues, supervisors, and other stakeholders
- CPA or CA (or equivalent) qualification
- Extensive experience in a senior management role
- Experience working in the public health sector or related industry is desirable
- Detailed knowledge of accounting standards and statutory requirements
- Demonstrated leadership skills
- Strong analytical skills, demonstrated financial acumen and attention to detail
- Confident communicator with good interpersonal skills
- Strong project management, negotiation and problem solving skills
- Demonstrated strength in management and client relationships

Benefits of Working with Us

Staff benefits

- Flexible working arrangements (full & part-time, contract) and option to purchase additional leave to support work/life balance.
- If needing to relocate:
 - *Relocation consultant support (housing, partner employment, childcare/education, social groups etc)*
 - Financial support for covering relocation costs through salary packaging.
- External professional development funding support
- Internal training and development opportunities to support professional and personal growth.
- Enterprise Bargaining Agreement based remuneration.
- Salary packaging including capped expenses (\$9,010), meals (\$2,650), novated vehicle leasing.
- Free on-site car parking
- Social club membership offering a range of events, functions and local community discounts.
- A culture which supports staff health and wellbeing including:
 - Green Bean Café on site at the Hamilton hospital
 - Discounted leisure memberships
 - Gym membership at corporate rates
- Access to Employee Assistance Program (EAP)

Other Requirements

- Current police check is required for this role
- Current driver's licence or International Driver's Licence is required for this role
- Some afterhours work may be required in this position
- This position will entail some on call work

Occupational Health and Safety Responsibilities

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don’t wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

INHERENT PHYSICAL REQUIREMENTS:

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

<u>1 Nursing / Patient Care Role</u>	<u>2. Maintenance / Hotel Services Staff Role</u>	<u>3 Clerical / Administration Role</u>
<ul style="list-style-type: none">▪ manual handling (pushing, pulling equipment)▪ general patient handling and clinical nursing duties▪ sitting, standing, bending, reaching, holding▪ pushing pulling trolleys and equipment▪ general clerical, administration work, computer work▪ use of personal protective equipment and handling▪ handling general and infectious waste,▪ shift work in most roles	<ul style="list-style-type: none">▪ generic maintenance work, working at heights▪ generic outdoor work / pushing, pulling trolleys▪ sitting, standing, bending, reaching, holding▪ computer work▪ general clerical, computer and some admin work▪ use of personal protective equipment and handling▪ handling general and or infectious waste,▪ shift work in some roles	<ul style="list-style-type: none">▪ sitting, standing, bending, reaching, holding▪ computer work, data entry▪ general clerical at varying levels▪ use of personal protective equipment▪ handling general waste▪ pushing and pulling trolleys / filing,▪ shift work in some roles

Note to all employees

- You must work within the policies, procedures and guidelines of WDHS.
- You must participate in the WDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of WDHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of WDHS.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within three (3) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:			
Employee:			

Position code: <i>People and Culture Department use only</i>	
Date revised: <i>People and Culture Department use only</i>	

When revised please forward electronic copy to:
 People and Culture Department [email: people.culture@wdhs.net](mailto:people.culture@wdhs.net)