

POSITION DESCRIPTION – Executives and Senior managers

Position Title:	Divisional Director Finance
Business Unit/Division:	Chief Finance and Value Officer Directorate
Award/ Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers)
Classification:	Grade 8 (HS8)
Reports To:	Chief Finance and Value Officer
Date Prepared/Updated:	September 2026

Position Purpose

The Divisional Director Finance is Western Health's senior operational finance leader and the principal finance adviser and deputy to the Chief Finance and Value Officer (CFVO). The role translates Western Health's financial strategy, government funding obligations and organisational priorities into disciplined plans, controls, decisions and operational outcomes.

The position leads the end-to-end Finance function and supports the CFVO to discharge enterprise-wide financial, statutory, governance and advisory responsibilities. It is accountable for financial planning and sustainability, budgeting and forecasting, internal and external reporting, activity-based funding, clinical costing, revenue optimisation, financial control, treasury and cash management, financial systems, business case assurance and finance transformation.

The Divisional Director Finance has operational leadership responsibility for Western Health's financial sustainability agenda, including the delivery, governance, benefit validation, reporting and performance monitoring of the Sustaining Best Care program and other approved value, productivity and financial improvement initiatives.

The Divisional Director Finance operates as the CFVO's delegate on agreed matters and partners with clinical, operational and corporate leaders to strengthen financial accountability, productivity, value and long-term sustainability while supporting safe, high-quality care.

Business Unit Overview

The Office of the Chief Finance and Value Officer is responsible for the leadership and oversight of Finance, Capital Development and Procurement. The portfolio supports Western Health's financial sustainability, capital investment, procurement governance and stewardship of public resources.

The Finance Division provides enterprise-wide financial leadership, reporting, planning, analysis and governance services to support effective decision-making and organisational sustainability. Functions include financial accounting, budgeting and forecasting, financial performance management, statutory reporting, activity-based funding, clinical costing, treasury, revenue services and financial systems.

Capital Development is responsible for planning and delivery of Western Health's capital program, infrastructure investments and asset-related initiatives. Procurement is responsible for organisation-wide procurement governance, tendering, commercial support and compliance with applicable procurement requirements, including liaison with Health Share Victoria on statewide procurement and compliance with HSV policies.

The Finance, Capital Development and Procurement divisions work collaboratively to support strategic investment decisions, financial sustainability, effective resource allocation and delivery of Western Health's strategic objectives.

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Role Specific Responsibilities

1. Enterprise financial leadership

- Lead the development and execution of Western Health's financial strategy, annual budget, medium-term financial plan and financial sustainability program.
- Translate government policy, funding changes and health-sector reforms into clear financial, activity and operational implications.
- Provide authoritative, timely and independent financial advice to the CFVO, Chief Executive Officer, Executive, Board and senior leaders.
- Act as the CFVO's principal delegate on agreed financial matters and provide continuity of finance leadership during periods of CFVO absence.
- Identify emerging financial risks, opportunities and performance trends and ensure timely escalation, ownership and corrective action.
- Support enterprise prioritisation and resource allocation across service, workforce, capital and strategic requirements.

2. Financial performance and sustainability

- Lead organisation-wide budget construction, forecasting, performance reporting and financial recovery planning.
- Ensure financial plans are integrated with workforce, activity, access, quality, capital and operational plans.
- Drive delivery of approved financial sustainability, productivity and value initiatives, including rigorous benefit identification, tracking, validation and benefit realisation.
- Lead the operational governance of the Sustaining Best Care program and other approved financial sustainability initiatives, ensuring benefits have accountable operational owners and are appropriately identified, validated, monitored, reported, realised and embedded into ongoing organisational performance.
- Establish clear divisional financial accountabilities and provide constructive challenge to clinical, operational and corporate leaders.
- Lead scenario modelling and options analysis to support Executive and Board decision-making.
- Ensure material financial variances and structural pressures have defined owners, actions and recovery pathways.

3. Funding, activity, costing and revenue

- Lead analysis of activity-based funding performance, including activity targets, funding streams, revenue implications and compliance requirements.
- Ensure clinical services are appropriately costed and that costing information informs planning, pricing, funding advocacy and operational decisions.
- Strengthen the integration of activity, workforce, quality, costing and financial information.
- Partner with clinical divisions to improve service-level financial performance while maintaining Best Care, safety and access.
- Lead identification and implementation of revenue optimisation opportunities and oversee the integrity of billing and collection processes.
- Provide financial analysis and advice for funding negotiations, Department of Health submissions and responses to policy or funding changes.

4. Financial governance, control and statutory reporting

- Maintain an effective organisation-wide financial control framework that protects assets and reduces the risk of error, fraud and financial mismanagement.
- Ensure accurate and timely statutory accounts, external reporting and regulatory submissions.
- Lead operational compliance with the Financial Management Act 1994, Standing Directions, Financial Management Compliance Framework, relevant accounting standards and Department of Health requirements.
- Oversee treasury, liquidity, cash-flow management, taxation, balance-sheet management and financial delegations.
- Maintain effective finance policies, procedures, systems and assurance processes.
- Ensure audit recommendations and identified control weaknesses relating to Finance are addressed promptly and sustainably.

5. Decision support and investment assurance

- Establish and maintain robust financial evaluation standards for business cases, investments, service changes and strategic initiatives.
- Ensure proposals identify whole-of-life costs, funding sources, financial risks, benefits, sensitivities and implementation impacts.
- Provide independent financial challenge and assurance before proposals are submitted to the CFVO, Executive or Board.
- Monitor the financial performance and benefit realisation of approved investments and major initiatives.
- Ensure post-implementation financial learnings are incorporated into future decisions.

6. Finance operating model and transformation

- Lead continuous improvement and modernisation of Finance systems, processes, data, controls and reporting.

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- Improve automation, standardisation, data quality and self-service financial insights.
- Maintain a fit-for-purpose Finance operating model that balances control, efficiency, service and strategic partnering.
- Build forecasting, analytical, commercial and business-partnering capability across the Finance Division.
- Establish clear service standards and measures of Finance effectiveness.

7. Leadership and organisational partnership

- Lead and develop a high-performing, inclusive, accountable and service-oriented Finance Division.
- Establish clear expectations, decision rights, performance measures, development priorities and succession arrangements.
- Build leadership and technical capability across Finance, with particular focus on business partnering, costing, analytics, systems and financial sustainability.
- Promote constructive challenge, professional integrity, collaboration and accountability.
- Develop trusted relationships with clinical, operational and corporate leaders, auditors, government agencies and sector peers.
- Represent Finance and, when requested, the CFVO at organisational and external forums.

8. Board, committee and assurance support

- Lead the preparation, coordination and quality assurance of financial and assurance-related papers submitted to the Board, Finance Committee and Audit Committee.
- Support the CFVO in discharging their responsibilities as Executive Sponsor of the Finance Committee and Audit Committee and be accountable for the quality and timelines of Finance Division advice, reporting and follow-up.
- Attend the Finance Committee and Audit Committee as a standing non-voting member, providing financial advice, analysis and clarification and presenting matters within the Finance Division remit. Attend or present to the Board and other Board committees when requested by the CFVO or Chief Executive Officer.
- Coordinate responses to committee actions, recommendations and requests for further information relating to the Finance Division, ensuring actions are allocated, monitored, completed and reported through the appropriate governance process.
- Maintain effective working relationships with Internal Audit, External Audit, the Victorian Auditor-General's Office and other assurance providers, and support timely closure of agreed audit actions relating to Finance.

Key Outcomes:	• A credible annual budget and medium-term financial plan aligned with activity, workforce and service plans. • Accurate, timely and insightful internal and external financial reporting. • Delivery of approved Sustaining Best Care savings, productivity and value targets, including robust benefit validation, benefit realisation and executive reporting. • Strong compliance with statutory, regulatory and financial control obligations. • Improved integration of financial, activity, workforce, costing and quality information. • High-quality financial advice supporting Executive and Board decisions. • Effective revenue optimisation and funding-performance management. • A capable, stable and contemporary Finance Division.	
Key Challenges of the Position:	• Supporting financial sustainability within constrained and changing public health funding arrangements. • Balancing financial discipline with safe care, service access, workforce pressures and organisational growth. • Translating complex government policy and funding settings into actionable organisational plans. • Improving accountability for financial performance across a large, complex, multi-site health service. • Modernising finance systems, processes and analytics while maintaining core reporting and control requirements. • Providing credible challenge and advice in a complex stakeholder environment. • Building sufficient leadership depth to provide effective deputy support to the CFVO.	
Financial Management:	Annual Budget:	Division: \$10M Organisation: ~\$2B
People Management:	Positions reporting to this role:	• Financial Controller • Manager – Financial Business Partnering • Manager – Revenue Services • Manager – Group Planning and Financial Sustainability
	Total employee management (EFT):	66

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Key Working Relationships:	Internal: • Chief Finance and Value Officer • Chief Executive Officer and Executive • Board and Board committees, including attendance at the Finance Committee and Audit Committee as a standing non-voting management member • Divisional Directors and senior operational and clinical leaders • Finance leadership team and Finance employees • Sustaining Best Care Program Leads, Stream Leads and Executive Sponsors • Digital, Procurement, Capital Development, People and Culture, Strategy, Quality and Risk teams External: • Department of Health and other relevant government agencies • Victorian Auditor-General's Office and external auditors • Internal audit service provider and other external assurance providers • Banking, taxation, insurance and professional advisers • Health service finance networks and sector peers • Suppliers and service providers relevant to the Finance function
Key Selection Criteria:	Essential: • Relevant tertiary qualification in accounting, finance, economics, business or a related discipline. • Current professional accounting qualification as a CPA or Chartered Accountant. • Significant senior finance leadership experience in a large, complex and regulated organisation. • Demonstrated experience leading enterprise budgeting, forecasting, financial reporting, control and financial sustainability. • Strong understanding of activity-based funding, clinical costing, revenue and performance management in a public health or similarly complex service environment. • Demonstrated capacity to provide strategic and operational financial advice to executives, Boards or Board committees. • Proven ability to translate complex financial and operational information into clear decisions and actions. • Demonstrated experience leading organisational change, finance transformation and capability development. • Highly developed judgement, integrity, stakeholder management, influencing and communication skills. • Proven ability to lead multidisciplinary teams and build sustainable leadership and technical capability. Desirable: • Experience in a major Victorian public health service or comparable health system. • Experience engaging with government departments, central agencies, external auditors and public-sector funding bodies. • Experience supporting major infrastructure, digital, clinical or service transformation programs. • Postgraduate qualification in management, finance, health administration or governance.
Leadership Expectations	• Model Western Health's values and expected leadership behaviours. • Create an inclusive, respectful and psychologically safe work environment. • Set clear expectations, provide regular feedback and address performance or conduct issues promptly and fairly. • Promote employee development, succession planning and sustainable workloads. • Contribute to enterprise priorities beyond the Finance Division when requested. • Maintain confidentiality, sound judgement and the highest standards of professional and ethical conduct.
Additional Requirements	
All employees are required to: • Obtain a police / criminal history check prior to employment • Obtain a working with children check prior to employment • Obtain an Immunisation Health Clearance prior to employment	

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- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health.
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information.
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

General Information

- Redeployment to other services and sites within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smoke free environment.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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