

## POSITION DESCRIPTION

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| <b>Position Title:</b>           | Finance Business Partner   |
| <b>Business Unit/Department:</b> | Finance - Business Services  |
| <b>Division:</b>                 | Finance, Capital & Procurement   |
| <b>Award/Agreement:</b>          | Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) |
| <b>Classification:</b>           | HS4  |
| <b>Reports To:</b>               | Senior Finance Business Partner  |
| <b>Direct Reports:</b>           | N/A  |
| <b>Date Prepared/Updated:</b>    | 7 April 2025   |

### Position Purpose

The position of Finance Business Partner works alongside Western Health business areas, supporting and advising their strategic and operational decision making through insights that drive better business performance. The role is considered to be a trusted advisor of their designated business units and adds value in decision making.

### Business Unit Overview

The Finance Business Partnering team supports WH by partnering with business units to provide business planning, budgeting, performance reporting and financial analysis services. This specifically includes understanding business needs, assessing the financial impact of operational initiatives, capturing, analysing and documenting requirements and then supporting the communication and delivery of those requirements with all relevant parties.

### Key Responsibilities

- Finance Subject-Matter Expert (Business Partnering & Finance Related Matter Expert)
- Financial Reporting, Budgeting, Forecasting & Business Case Development & Evaluation
- Stakeholder Management & Communication
- Other Duties

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## **Finance Subject-Matter Expert (Business Partnership and Finance-related matters)**

### **Major Activities:**

- Undertake financial analysis and complete financial performance reports with accuracy, clarity, quality and on time in order to optimise financial performance and to ensure efficient utilisation of resources, identifying opportunities to improve financial results
- Lead and develop robust financial modelling to support operational business plans, business cases, new initiatives and tender processes
- Manage end-to-end budget processes including:
  - Preparation in line with Annual Budget Guidelines
  - Coordination of stakeholders to ensure timely completion of budgets
  - Ensuring revenue is consistent with DH funding rules and conditions
  - Analysis and commentary of changes to service delivery and their financial impact
- Drive optimal financial decision making through the provision of timely, accurate and useful information to management
- Drive continuous improvement of organisational processes, procedures, systems and reporting
- Adhere to financial management practices and systems in order to comply with the Health Service's policy and best practice and relevant International and Australian Accounting Standards
- Assist in providing financial management advice by standardising financial processes and assisting in setting clear financial direction and planning within the divisions
- Develop with the Divisional Director, financial and non-financial key performance indicators (KPIs) to monitor overall performance, as required
- Closely monitor, analyse and report on financial and activity performance against Financial and Non-Financial targets
- Ensure appropriate internal controls and oversight of financial resources
- Completion of external financial reporting requirements including DHHS, Commonwealth Government, ATO and Auditor General's office

### **Performance Measures:**

- Strategic Financial advice and analysis used by divisional staff and relevant staff members to inform quality decision-making
- Confidence and trusting relationship are created with divisional management and relevant stakeholders through honesty, integrity, and authenticity
- Business case, operational initiatives and tender evaluations are used to inform annual budget with transparent assumptions
- Divisional stakeholders' satisfaction on the level of work support and performance provided to the division or assigned business units
- Provision of timely, accurate and clear reporting to Finance, divisional directors, operations managers and other stakeholders
- Timely development of annual budget in partnership with divisional staff
- Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.

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## **Financial Reporting**

### **Major Activities:**

- Consistently adhere to timely completion and accurate provision of accounting data and financial information to support the division for performance review. In particular but not limited to managing cost centres, account number structures and special purpose funds in conjunction with the relevant Finance Department staff
- Manage the month-end and year-end reporting processes ensuring accuracy of results and compliance with internal and external accounting standards. Proactively follow-up issues with Finance, operational divisions and other relevant stakeholders
- Monitor the impact of operational activities on financial performance and variance from budget
- Regularly develop and present accurate forecasting with proper documentation and assumptions
- Review approved business cases with accuracy, clarity and within timeframes
- Consistently meet reporting timelines
- Deliver ad-hoc analysis as required to understand operational initiatives and concerns
- Utilise tools to develop enhanced financial reporting and accountability to support divisional staff members to understand financial matters and drivers
- Report abnormal transaction in a timely manner
- Attend meetings and present financial data around Divisional Performance
- Attend and present budget information at the yearly Budget Meeting with CEO, CFO and senior management, if required
- Participate in the Annual Audit process and on-going internal audit activities and reporting

### **Performance Measures:**

- Consistent provision of accurate data and reporting with clarity and on time
- Provision of high quality financial analysis to support budgeting, forecasting and divisional requirements for informed decision-making

## **Stakeholder Management & Communication:**

### **Major Activities:**

- Manage key stakeholder relationships and promote strong culture via coaching, partnership and evaluation
- Lead and drive proactive approach to financial problem solving and decision making
- Develop trusting partnership and effectively communicate financial information with clarity
- Ensure divisional compliance with the Western Heath Finance policies, procedures and guidelines
- Ensure divisional compliance with the Health Service's Delegation of Authority and approval processes

### **Performance Measures**

- Strong Customer focus by building trusting partnerships with key stakeholders, including Clinical Directors, Co- Directors and Programme Managers

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

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| Key Working Relationships  |
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| <p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Executive Directors</li> <li>• Divisional Directors</li> <li>• Operations / Cost Centre Managers</li> <li>• Finance Managers and Staff</li> <li>• WH Staff</li> <li>• Auditors</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• The Department of Health (DoH)</li> <li>• Auditors</li> <li>• Other Health Services</li> <li>• Suppliers and Debtors</li> </ul>  |
| Selection Criteria   |
| <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Bachelor Degree or Higher in Accounting</li> <li>• CPA, CA or equivalent (or working towards)</li> <li>• Extensive knowledge of business management including budget development, forecasting, costing, analysis and reporting</li> <li>• Demonstrated high level quantitative and analytical skill in financial, business, and strategic planning with accuracy and clarity</li> <li>• Demonstrated high level of presentation, consultation and negotiation skills</li> <li>• Proven ability to exercise sound judgment and provide leadership in professional standards and ethics</li> <li>• Advanced written and verbal communication skills</li> <li>• Customer focused service delivery</li> <li>• Committed to ongoing learning</li> <li>• Promotes inter-team cooperation</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Post graduate qualification in management</li> <li>• Sound understanding of public health sector budgeting and financial operations</li> <li>• Sound knowledge of DoH funding rules, conditions of funding and guidelines</li> <li>• Experience within Health services</li> <li>• Capacity to participate as an effective member of the team, stimulate constructive debate and support colleagues in the achievement of organisational objectives</li> <li>• Demonstrated ability to foster a culture that encourages positive working relationships, a safe workplace, financial responsibility, innovation and productivity improvement</li> <li>• Strong computer literacy including MS Office, Oracle Finance systems and medium to advanced Excel.</li> <li>• Demonstrated interpersonal skills</li> <li>• Capacity to provide and receive constructive feedback</li> <li>• Ability to adapt to organizational and environmental change</li> </ul> |

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| <h3>Additional Requirements</h3> <p>All employees are required to:</p> <ul style="list-style-type: none"> <li>• Obtain a police / criminal history check prior to employment</li> <li>• Obtain a working with children check prior to employment (if requested)</li> <li>• Obtain an Immunisation Health Clearance prior to employment</li> <li>• Report to management any criminal charges or convictions you receive during the course of your employment</li> <li>• Comply with relevant Western Health clinical and administrative policies and guidelines.</li> <li>• Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures</li> <li>• 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</li> <li>• 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</li> <li>• Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health</li> <li>• Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), 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, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008</li> <li>• Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines</li> </ul> |
| <h3>General Information</h3> <ul style="list-style-type: none"> <li>• Redeployment to other services or sites within Western Health may be required</li> <li>• Employment terms and conditions are provided according to relevant award/agreement</li> <li>• 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</li> <li>• Western Health is committed to Gender Equity</li> <li>• Western Health provides support to all personnel experiencing family and domestic violence</li> <li>• 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</li> <li>• Western Health is a smoke free environment</li> </ul>  |

*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: [Click here to enter the Employee's name.](#)

Employee's Signature: \_\_\_\_\_ Date: [Click here to enter a date.](#)

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