

# Position Description

Position Title	Financial Controller
Position Number	<a href="#">30009466</a>
Division	Finance & Resources
Department	Finance
Team	Finance
Enterprise Agreement	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Classification Description	Administrative Grade 6
Classification Code	HS6
Reports to	Finance Director
Management Level	Tier 3 - Business Manager
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

# The Finance & Resources Division

The Finance and Resources Division is responsible for Bendigo Health's financial functions including: reporting, budgeting, forecasting, performance monitoring and analysis; together with Procurement, Materials Management and Facilities Management functions. These are essential non clinical services providing high quality support, advice, monitoring and compliance functions.

The team are focussed on delivering the strategic vision within their responsibilities and on assisting the organisation operationally wherever possible.

## The Finance Team

The Finance Department is responsible for the financial governance of resources within Bendigo Health, ensuring the provision of quality financial accounting services which are responsive, value add to the decision making process and contribute to the financial viability of Bendigo Health.

Major functions of the Finance Department include:

- Statutory and Department of Health (DoH) reporting
- Cash Management
- Invoicing
- Accounts Receivable
- Accounts Payable
- Asset Management

## The Position

The Financial Controller will be responsible for the transactional financial accounting functions including the management of financial accounting compliance, reporting, accounts payable, accounts receivable, credit management and residential services areas, including the management of the accounting and support staff performing these duties.

The role will provide expert management of financial policy and governance across Bendigo Health as well as interactions with the external and internal auditors. The incumbent will need to be the subject matter expert for Accounting Policy and Regulatory Legislation within the Public Health Sector and work closely with the Department of Health.

## Responsibilities and Accountabilities

### Key Responsibilities

- Responsibility for ensuring operations and financial information comply with Australian Accounting Standards, Victorian Government Financial Reporting Directions (FRD) and with Department of Health (DH) guidelines to achieve reporting timelines and requirements;
- Responsibility for coordination, completion and lodgement for other regulatory reporting submissions to including the Australian Government, Australian Bureau of Statistics, Australian Taxation Office;
- Responsibility for design, implementation and review of financial governance arrangements including internal controls, process and procedures to ensure compliance with Standing Directions of the Minister for Finance 2018, Under the Financial Management Act 1994;
- Responsibility for completion of successfully audited year-end financial statements including the compilation of audit information;
- Relationship Management of external auditors (Victorian Auditor General's Office) and internal financial auditors;
- Responsibility for management of Accounts Payable, Accounts Receivable, Debt Collection and Residential Services staff and associated duties;

- Responsibility for Treasury and Cash Management duties to ensure sufficient cash flow for BHS operations and ensure investments comply with relevant policies;
- Responsibility for assistance in completion of month end reporting processes including posting of month end journals, production of capital expenditure and treasury related reports;
- Responsibility for risk management and control of BHS balance sheet including production and compilation of balance sheet reconciliations;
- Responsibility for operation and control of Finance Systems;
- Assist Finance Director with strategic financial issues including cash flow analysis and planning, financial modelling, capital project budgeting and reporting and other ad hoc issues;
- Compliance with all BH Policies and Procedures;
- Providing exceptional people and operational leadership, ensuring staff are appropriately trained, systems are efficiently utilised and activities are being undertaken in a timely manner;
- Responsibility for the successful planning and implementation of various finance projects and system improvements;
- Assist in preparation of reports for presentation at Finance Committee and Audit Committee;
- Provide a high level of customer service to all stakeholders;
- Ensure correct application and recording of Restricted Purpose and Special Purpose funds held by BH;
- Deliver education within the department to ensure staff are properly trained in financial compliance, procurement requirements (including asset and capital works);
- Organise and lead regular team meetings;
- Other specific improvement projects and ad-hoc duties as requested by the Finance Director;

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our

quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Qualifications

1. Business related qualification from a tertiary education institution;
2. Professional membership of CAANZ, CPA or ACCA
3. Experience in managing financial accounting functions in a large, multifaceted organisation.

### Technical Knowledge and Skills

4. Demonstrated ability to interpret and apply accounting policies, procedures and guidelines applicable to the Health Sector;
5. Provides expert advice, reasoned recommendations and innovative options and solutions to complex financial issues;
6. Demonstrated experience in development, initiation and implementation of secure systems and internal control procedures in a large scale financial environment;
7. High level computer skills with experience in databases, and Microsoft Office software;
8. Proven ability to undertake a range of complex tasks under limited guidance and ensure completion of accurate and reliable information within strict timelines in an environment of limited resources and competing priorities;
9. Proven ability for strong leadership, decisiveness and ability to manage all areas of staff including development and succession planning;
10. Demonstrated capability to initiate and effectively introduce change.

## Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*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. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*