

# Position Description

Position Title	Finance Systems Specialist
Position Number	30101371
Division	Finance and Resources
Department	Financial Planning & Analysis
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative G5 L1 – G5L5
Classification Code	HS5 – HS33
Reports to	Director Financial Planning & Analysis
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

## Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

## Our Values

**PASSIONATE** – We are passionate about doing our best – for our patients, our colleagues and our community.

**ACCOUNTABLE** – We take ownership of our actions and outcomes, always striving for integrity and improvement.

**CARING** – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

**TRUSTWORTHY** - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

## The Position

The Finance Systems Specialist plays a crucial role within the Finance team, responsible for managing and optimising the Bendigo Health's financial management systems to ensure accuracy, integrity, and efficiency. This role involves the analysis, configuration, and continuous improvement of financial systems, ensuring they align with operational needs.

The Finance Systems Specialist collaborates closely with finance and IT teams, acting as a bridge to ensure the alignment of technical solutions with operational finance needs.

## Responsibilities and Accountabilities

### Key Responsibilities

- Administer and maintain financial systems, including system configuration, upgrades, testing, and troubleshooting. This includes the administration of the Oracle FMIS system, FMIS Help Desk coordination, maintenance of the organisation's Purchasing Hierarchy, Approval Limits, and the creation of new users.
- Lead the enhancement of financial reporting including development and functional improvement of Oracle, Magiq and other reporting tools and platforms within the Finance teams.
- Develop and implement process improvement initiatives that strengthen financial controls, reduce risks, and streamline operations.
- Identify opportunities for system and process enhancements, developing and implementing solutions to improve efficiency and effectiveness.
- Lead financial system projects, including business requirements gathering, implementation, training, and documentation.
- Assist in the evaluation and implementation of additional new systems as required, in accordance with Bendigo Health Strategy.
- Act as the primary contact for finance system users, providing training, support, and advice to system users, ensuring effective use of the financial systems.
- Develop training materials and user documentation.
- Collaborate with Finance, software providers, IT, and other departments to identify system requirements, enhancements, and solutions.
- Perform any other duties consistent with the classification and scope of the role as directed.

## Key Selection Criteria

### Essential

1. Tertiary qualification in Accounting, Information Technology or a related field.
2. Minimum 3-5 years' experience in a similar role managing financial systems.
3. Advanced proficiency in project management, financial systems and ERP management.
4. Ability to clearly document processes and procedures
5. Ability to adopt an open and effective communication style, with a diverse range of people
6. Exceptional organisational skills including time management, prioritising, pre-planning and ability to deal with competing demands whilst maintaining a high level of attention to detail
7. Demonstrated experience in identifying and successfully implementing financial system improvements.
8. Capable of working independently and collaboratively within a team environment
9. Excellent communication, negotiating, problem solving and interpersonal skills.

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- 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 Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*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.*