



POSITION DESCRIPTION – MANAGER, FINANCIAL PERFORMANCE AND ANALYSIS

The content of this position description is based on the current needs of Albury Wodonga Health, however changes to this position description may be required to accommodate the evolving requirements of the new AWH entity.

Designation: Manager, Financial Performance and Analysis

Level: Accountant qualified, eligible for Associate Membership with the Australian Society of Accountants or Institute of Chartered Accountants.

Program/Unit: Finance Department

Purpose of Position:

Responsible for supporting the divisions of Albury Wodonga Health through the provision of financial and management analysis to facilitate sound business decisions to support and enhance service delivery.

Organisational Environment/Reporting Relationships:

The Manager, Financial Performance and Analysis is responsible to the AWH Chief Financial Officer for tasks and projects including those tasks and projects initiated to meet the requirements of the internal and external stakeholders.

Primary Responsibilities:

1. Provide leadership, guidance and support to a small team of analysts.
2. Undertake detailed analysis of the organisation's financial performance (financial, activity, staffing).
3. Analysis of current financial performance relative to the financial year budget, including critical analysis of causes of budget variances.
4. Development and implementation of the annual budgeting process.
5. Preparation of documentation and analysis as required for external stakeholders.
6. Review of / improvement to some financial accounting processes.
7. Assist in implementing organisation-wide activities by providing financial management and budgeting support.
8. Monitor monthly performance and investigate variances to ensure appropriate action is taken to meet financial targets. This will include liaison with key stakeholders and, where necessary, initiating change or education for relevant personnel.

9. Analysis of data for Chief Financial Officer and other Executives as required.
10. Other tasks as requested by the Chief Financial Officer

Contract

Performance appraisals will be conducted within the first six months of employment and annually thereafter.

ANNEX 1

SELECTION CRITERIA

MANDATORY CRITERIA

- KSC 1 Possession of appropriate tertiary qualifications.
- KSC 2 Ability to lead a small team of analysts and liaise with all levels of personnel in the health service.
- KSC 3 Highly developed written and verbal communication skills.
- KSC 4 Ability to establish and implement standards, guidelines and principles in relation to the prudent use of hospital resources.
- KSC 5 Demonstrated sound knowledge of contemporary accounting standards and principles and an awareness of current legislation in relation to the relevant accounting requirements concerning public health services
- KSC 6 An awareness of human resource management issues with particular reference to workplace health and safety, EEO and anti-discrimination.
- KSC 7 Computer literate including well developed skills in the use of Microsoft Office products (including Excel and Word).
- KSC 8 Attention to detail with a high level of accuracy and enthusiasm for the expectations of the position.