

Position Description

Position Title:	Manager Finance
Classification:	As per Contract
Division:	Corporate Services
Department / Unit:	Corporate Services
Reports to:	Chief Financial Officer
Salary and Conditions:	Salary as per Contract. Conditions in accordance with the MHPH Administrative and Support Staff Enterprise Agreement) and National Employment Standards
Immunisation Risk Category:	Category C

Hospital Description

Mildura Health Private Hospital (MHPH) is a 56-bed private hospital incorporating:

- Inpatient Ward with two-bed Enhanced Care Unit
- Day Procedure Unit
- Perioperative Suite, with five operating theatres
- Day Oncology Unit located within the Mildura Health Icon Cancer Centre, where Radiation Oncology services are also provided by Icon Cancer Care
- Partnership with Mildura Health Private Consulting.

Specialties available at MHPH include Cardiology (pacemaker insertions), Dental, Ear Nose and Throat, General Medicine, General Practice, General Surgery, Gynaecology, Oncology, Ophthalmology, Oral & Maxillofacial, Orthopaedics, Palliative Care, Plastic / Reconstructive, Sleep Studies, Urology and Vascular.

Our Vision

Your health, your choice.

Mission Statement

Providing life-long, exceptional health care when you need it.

Our Values



Position Summary

The Finance Manager coordinates the financial functions of the Corporate Services department including responsibility for the timely and accurate financial and management reporting.

Mandatory Requirements

- Tertiary qualification in Accounting, Business or Commerce.
- Satisfactory National Police Check.

- Current Employee Working with Children Check.
- Satisfactory Health Declaration (MHPH documentation).
- Immunisation History
 - Vaccination against Influenza is a mandatory requirement for healthcare workers in Victoria, and as such, all employees at MHPH
 - In accordance with the Australian Technical Advisory Group on Immunisation (ATAGI) advice and the Australian Immunisation Handbook, it is strongly recommended that Victorian healthcare workers remain up to date with their COVID-19 vaccinations.
- Photo Identification (Drivers Licence/Passport).

Key Selection Criteria

- Professional accounting qualification such as CA or CPA.
- At least 3 years' experience with either financial or management accounting.
- Management of staff and finance functions.

Skills, Knowledge, and Attributes

- Strong technical knowledge of accounting standards and accounting principles
- In-depth technical knowledge of (and ability to source) Australian Accounting Standards, Corporations Act Regulations and FBT/GST legislation.
- Good understanding of business processes and internal controls related to accounts and payroll functions.
- Proven analytical experience in cash flow management, budget analysis control and budget forecasting.
- Excellent computer literacy in Microsoft Word, Excel and accounting software.
- Process and deadline driven mindset with strong attention to detail and the ability to plan and prioritise workload.
- Excellent written and verbal communication skills, with the ability to communicate effectively with a diverse range of people.
- The ability to maintain a high level of professionalism and confidentiality.
- Demonstrate honesty, integrity and professionalism at all times, lead by example while fostering an open and positive work environment.
- Ability to work collegiately in a team and open office environment.
- Strong critical thinking and problem-solving skills, ability to offer solutions and make decisions.

Key Responsibilities

- Coordinate and lead the month end process ensuring the completion of the General Ledger and Balance Sheet reconciliations and production of all internal financial reports including commentary around variance to budget is produced in an accurate and timely manner.
- Coordination of the yearend financial processes including preparing the annual financial reporting for statutory accounts, consolidation with Mildura Health Fund and ensuring compliance with accounting standards.
- Implement financial policy reforms to ensure robust financial management processes, systems and controls operate to manage MHPH's financial and legal risks.
- Manage the Fixed Assets Register and associated maintenance of records, register and stock controls.
- Responsible for Revenue function including MHPH billing, sundry Accounts Receivable invoicing, statements, and debt collection.

- Ensure Accounts Payable and Banking functions are performed in a timely and accurate manner with supplier payment management, focus on continuous improvement and identifying and implementing efficiencies in procurement.
- Coordination and preparation of the annual budget and regular forecasting, working in collaboration with the Leadership team to ensure a timely and reliable forecast.
- Coordinate and ensure submission of all statutory reporting including but not limited to: taxation returns such as BAS, FBT, Australian Bureau of Statistics (ABS) returns and Workcover reporting.
- Maintain key relationships and working partnerships with internal and external stakeholders. Work with and assist internal and external auditors to ensure reporting and audit requirements are met.
- Provide analytical input into business decisions.
- Assist in implementing process and system improvements.
- Other ad-hoc duties as required.

Management

- Mentor and develop Corporate Services team members that report to the position, to achieve service and reporting excellence.
- Monitor individual and team performance and workload and take action to address learning and development needs and performance issues; Conduct regular performance reviews with all team members.
- Contribute to the professional development of others including preceptorship of new staff and/or students on placement.
- Identify and implement opportunities to enhance the hospital's financial processes
- Exercise economy in the use of resources, supplies and time.
- Actively participate in team meetings, staff forums and other meetings relevant to role, contribute to improvement of the department and as requested by manager.

Professional Development

- Participate in MHPH's appraisal process.
- Complete mandatory competencies as directed and per the Training/Competency Calendar.
- Maintain and update knowledge and skills through regular attendance at education and training sessions and in-service education.
- Keep abreast of technology relating to the area.
- Keep abreast of industry developments and apply best practice to areas of improvement.

Safety and Quality

- Demonstrate an understanding of the MHPH Quality Management System and actively contribute to quality improvement activities and the Hospital's plan to achieve organisational objectives.
- Understand, contribute to, and participate in the MHPH's ISO certification process.
- Understand, contribute to, and participate in the application of the National Safety and Quality Health Service Standards (NSQHS) applicable to MHPH.

Occupational Health and Safety

- Take appropriate care to protect the health and safety of self and others.
- Make proper use of all safeguards, safety devices and personal protective equipment.

- Follow safe work practices and comply with the Hospital's Occupational Health and Safety policies and procedures and legislation, proactively reporting hazards, incidents, and injuries to Manager.

Signed Employee:	Date:
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