Position Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>Finance Manager, MQ Health</th>
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</thead>
<tbody>
<tr>
<td>HEW Level:</td>
<td>HEW 9</td>
</tr>
<tr>
<td>Faculty/Office:</td>
<td>Finance</td>
</tr>
<tr>
<td>Position Number:</td>
<td></td>
</tr>
<tr>
<td>Department/Team:</td>
<td>MQ Health Finance</td>
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<tr>
<td>Date:</td>
<td>October 2020</td>
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**Position Purpose:** Provide decision support and strategic business partnering to the MQ Health stakeholders.

**ORGANISATIONAL CONTEXT**

Macquarie University Health (MQ Health) oversees both Hospital and Clinical support to patients. MQ Health aligns with the Faculty of Medicine and Health Sciences to provide opportunities to integrate clinical research and teaching with inpatient and outpatient experience.

Macquarie University Hospital is Australia’s first and only private not-for-profit teaching hospital located on a University campus. The vision for the hospital is to be recognised as the country’s finest private health facility. Many of the specialists who practise at Macquarie University Hospital have consulting rooms at the Macquarie University Clinic.

The role of the Finance Manager, MQ Health is to provide decision support and strategic business partnering to the MQ Health stakeholders.

**ORGANISATION CHART**

```
Chief Financial Officer
  /           
Director, MQ Health
    /         
Finance Manager, FMHS  Finance Manager, MQ Health  Financial Reporting Lead
      /               
Management Accountant  Finance Officer
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### KEY ACCOUNTABILITIES
- Provide decision support and strategic business partnering to the key stakeholders including the CEO, COO and Departmental heads.
- Manage the day to day financial operations of MQ Health and ensure that accurate and timely management reporting is provided to the key stakeholders.
- Support MQ Health by leading budgeting, forecasting and reporting processes.
- Drive a culture of continuous improvement within the Finance team.
- Drive a customer service culture throughout the Finance team.
- Ensure staff understand and comply with the University’s financial policies and procedures.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Associate Director of Finance, MQ Health</th>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>2</td>
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</tbody>
</table>
| Key Direct Clients: | • Associate Director of Finance, MQ Health  
• Chief Operating Officer, MQ Health  
• Chief Executive Officer, MQ Health  
• Heads of Departments  
• Other Finance and departmental stakeholders  
• Other external contacts |
| Other Key Relationships: | • Data & Analytics and IT Personnel  
• Immediate team members |
| Budget Accountability: | |
| Role-specific Conditions: | • Criminal history check |
| Scope and autonomy | Develops and/or modifies organisation wide policies or manages specialised projects which require a high level of interpretation and subject matter expertise. |
| Problem solving | Regularly develops and/or modifies organisation wide policies to identify, develop and implement new initiatives, processes and programs which impact at a University wide level or within an area of specialisation. |
**CAPABILITY FRAMEWORK**

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

<table>
<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tbody>
<tr>
<td><strong>Influencing and Persuading:</strong> Building commitment by convincing others and winning them over to a particular point of view.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Implementing Systems:</strong> Adopting a systematic and organised approach, and developing and utilising guidelines and procedures.</td>
<td><strong>Assertiveness:</strong> Being willing to openly express ideas and opinions and justify these when questioned.</td>
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<td><strong>Setting Expectations:</strong> Stating clearly what is expected from others, clearly expressing ideas, and maintaining a precise and constant flow of information.</td>
<td><strong>Interpersonal Impact:</strong> Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Tracking Performance:</strong> Taking nothing for granted and persistently monitoring the progress of activities to ensure they are completed on time.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Giving Feedback:</strong> Letting others know in a respectful, supportive and straightforward manner what is expected of them, how they have performed and if they have met needs and expectations.</td>
<td><strong>Accountability:</strong> Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Delivering Outcomes:</strong> Holding high expectations for and pushing self and others to achieve at high levels.</td>
<td><strong>Integrity:</strong> Maintaining confidentiality, discretion and professionalism.</td>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Professional accounting qualification such as CPA or international equivalent
- Knowledge of core financial functions, frameworks, models and approaches.
- Knowledge of budgeting models and approaches.
- Advanced excel skills, with experience of analysing, manipulating and summarising large volumes of data in a robust and controlled manner.
- High level written and verbal communication skills.

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the MQ Health and Faculty operations
- Knowledge of the University’s Finance policies, systems, processes and procedures.
- Understanding the local and external drivers within which the University and MQ Health operates.
- Knowledge of how the University works and how relevant functions across the University interrelate.

### KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Demonstrated experience in acting as a value-added business partner.
- Demonstrated ability to build and manage relationships with a wide range of stakeholders.
- Significant experience and proven ability to successfully and accurately develop complex budgets and forecasts.
- Demonstrated ability to independently analyse and interpret a wide range of financial information to make well informed decisions and deliver sound recommendations for managing complex problems.
- Providing financial planning guidance and advice to senior stakeholders.
- Managing a team.
- Excellent verbal and written communication skills
- Demonstrated use of a collaborative and flexible interpersonal style with a strong service mentality.