

Role Name: Head of Management Reporting

Role data

Position no.	RD16	Work Area Profile	Management Reporting
Work Level Classification	Executive	Directorate/Business Unit	Business Services
Reports to (role)	Director, Finance and Procurement	Location	Melbourne
No. direct reports	4	No. of indirect reports	6
Version date	7 May 2019	Tenure	Fixed Term (3 years)

Work Area

AHPRA's overall mission is to protect the public by regulating health practitioners efficiently and effectively to facilitate access to safer healthcare for Australians. Finance & Procurement contributes to this mission by leveraging data, embracing technology and enabling change. By understanding the data that is relevant to decision making and providing in depth analysis where necessary, Finance & Procurement supports the strong functioning of the Agency Management Committee, Finance, Audit and Risk Management Committee, the National Executive, all fifteen National Boards and our co-regulatory partners. Finance & Procurement help maintain the financial discipline of the National Registration and Accreditation Scheme and financial sustainability of the National Boards so that fees paid by practitioners are kept to reasonable levels in line with the expectations of health ministers.

Management Reporting stream provides end to end reporting including actuals, forecasts, budgets and analysis.

Role purpose

The **Head of Management Reporting** is responsible for the overseeing and continuous improvement of AHPRA Management reporting and National Board Reporting, including consolidation reporting, budgeting processes and in-year forecasting. This is an integral role which will drive enhanced stakeholder management for the finance team.

Key Accountabilities

- Stakeholder Management: The development and influencing strong working relationships and a culture of open communication with Executive Directors, National Directors, National Boards, and a key part of the finance leadership team.
- Oversee the end-to-end budgets and forecasting processes for both National Boards and Directorates.
- Reporting: Driving the development and implementation of more insightful reporting and presentations to influence management decision making.
- Implementation of operational and other data metrics to better inform financial decisions and outcomes.
- Advise senior management on business case decisions including driving financial reporting for projects, capex and other business cases; ensuring the link between operational business cases and financial outcomes including delivering on budget and achieving efficiencies.

- Continuous improvement: Driving a culture of continuous improvement by seeking opportunities to review and improve processes, reporting across the role scope and the ERP system and use.
- Continuous improvement: Drive shift to automation and standardisation and the better use of systems and technology.
- People Management: Achieving organisational goals by effectively managing the team's and team members' workplace performance meaning to:
 - Enhance and encourage direct reports' potential through development and coaching activities
 - Take actions to close identified performance gaps in a timely and effective manner
 - Comply with AHPRA performance objectives setting, review and development processes
 - Motivate direct reports' behaviour by providing clear direction and recognition of achievements as well as personally modelling AHPRA standards of behavior
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants meaning to:
 - Take reasonable care for own and others' health, safety and wellbeing
 - Adhere to AHPRA's workplace health, safety and wellbeing policies and procedures

Capabilities for the role

The AHPRA [Capability Framework](#) applies to all AHPRA employees. Below is the complete list of capabilities and proficiency level required for this position.

Values	Capabilities	Proficiency level
Service	Commits to customer service	Advanced
	Displays leadership	Advanced
	Generates and delivers the strategic vision	Advanced
	Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Advanced
Collaboration	Builds constructive working relationships	Advanced
	Communicates effectively	Advanced
Achievement	Demonstrates accountability in delivering results	Advanced
	Uses information and technology systems	Intermediate
	Displays personal drive and integrity	Advanced

Qualifications/Experience	Required
Qualifications	<ul style="list-style-type: none"> • Relevant tertiary qualifications in accounting and CPA/CA qualification or similar • Further post graduate qualifications preferred

Experience	<ul style="list-style-type: none"> • Extensive experience as a strong and collaborative leader with demonstrated success in developing high performing teams and delivering outstanding insights and results. • Extensive experience in commercial work environments and influencing for strategic outcomes • Demonstrated experience overseeing management reporting including implementing strategic financial planning including rolling forecasting and fully automated budgeting in a complex organisation. • Demonstrated experience business partnering multiple stakeholders at operational and board level including influencing senior stakeholders and providing effective financial advice, analysis and solutions.
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Key Relationships

Internal Relationships	External Relationships
Executives, National Directors and FARM and management agency	
National Boards and Executive Officers	