

Role description

Role title:	Finance Officer - Property
Level of accountability:	Team Member
Mater Ministry:	Group Finance
Service Stream/Department:	Development and Property
Manager role title:	Manager - Leasing
Date created/Reviewed:	12/01/2022

Role purpose

The purpose of this position is to manage all financial processes and procedures within Mater Property in relation to operating budgets to maximise the revenue and financial performance of the property portfolio. The role may include: monthly reporting, Invoicing, accounts services, monthly contract invoicing, monthly concession billing, recoverable invoices, annual rental reviews, budgeting, and management of the property management system.

Behavioural standards

This role requires the incumbent to adhere to the Mater behavioural standards including the Mater Mission, Values, Code of Conduct, Mater Credo as well as any other relevant professional and behavioural standards, translating these into everyday behaviour and actions, and holding self and others to account for these standards.

Accountabilities

Mater requires every Mater Person to understand and deliver on a series of accountabilities that are linked to the Mater strategy, described in the table below. Each Mater Person is held accountable for his or own behaviour, performance and development, and for contribution to five strategic objectives: Safety, Experience, Quality, Efficiency and Financial Viability. In addition, Mater managers and leaders are accountable to different extents for clinical outcomes, service and operational outcomes, financial outcomes, compliance and risk, interprofessional leadership and management of performance and accountability. This role of is responsible for fulfilling the following accountabilities:

In this role	
Role requirements	Is clear on the behaviour, tasks and accountabilities that are associated with the role, fulfils mandatory and professional competency requirements, contributes to own performance development planning, proactively seeks feedback, carries out individual development plan and actively contributes to own team/s
As a Mater person	
Safety	Every decision and every action taken has safety as its guiding principle.
Experience	Consistently seeks to meet or exceed each and every person's service expectations, each and every time through the provision of differentiated customer service.
Quality	Consistently seeks to continuously improve the quality of our service, through contributing to delivering evidence based low variability healthcare
Efficiency	Seeks opportunities to deliver services for more people within existing resources, which means being innovative and focussed, and demonstrating strong stewardship of our finite resources.
Future viability	Consistently seeks to improve, innovate and evolve, through looking for new trends and opportunities which will ensure Mater can meet the challenges of the future by making sensible decisions today.
As a Mater Executive / Director / Manager (more detail below)	
Clinical outcomes	Responsible for leadership and direction, policy and governance that enables Mater People to deliver safe, highly reliable healthcare.
Service and operational outcomes	Leads services and operations in a way that enables safe, highly reliable healthcare delivery, ensures an experience that is exceptional, every time, effectively manages compliance and risk, and achieves strong financial performance.
Financial outcomes	Budget accountability and organisational management of operational budget and resources to deliver strong financial performance.
Compliance and risk	Responsible for determining and implementing policy and governance, identifying and proactively managing strategic risks.
Interprofessional leadership	Leads, develops and manages direct reports in a manner that deepens interprofessional integration and professional performance.
Performance and accountability	Builds accountability within team for continuously improving standards, processes and systems that are critical to success and where applicable, holds direct reports accountable for high performance.

Role specific expectations

Financial Management

- With Property Services Property Management staff, monitor and report on accounts receivables proactively liaising with Finance and/or tenants to ensure minimal arrears;
- Review & endorse all invoices for the outgoings budgets responsible for and ensure relevant delegated authority approves invoices;
- Preparation of outgoings budgets for relevant properties each year based on the previous year's actual costs and any known updates to contracts/prices, in consultation with Property Managers;
- Responsibility of preparation of outgoings accounts for external Audit purposes and distribute post audit documentation with associated invoices/credit notes as relevant;
- With input and support from team prepare annual cost centre budgets and manage end of year processes;
- Assist with financial modelling, capital submissions and business cases for various projects as directed;
- Contribute to streamlining and enhancing processes and procedures within Property with a focus on utilising technology to improve departmental outcomes;
- Complete financial reporting and tasks required by Finance and by Director Property & Assets;

Property Database, Lease Administration and Cost Recovery

- Act as system administrator of Progen property software system;
- Responsible for writing/maintaining work instructions/forms for managing the Progen database;
- Responsible for maintaining Progen database with any relevant changes to leases where Mater is Landlord or where Mater is Tenant in collaboration with the Leasing Manager and Director;
- Maintain currency of Progen database by updating system with relevant changes made in the other systems/applications;
- Facilitate continued development and use of Progen property database, engage and manage all consultancy work by Progenesis;
- Preparation of correspondence for rent reviews and finance related matters as directed;
- Source CPI data and calculate annual rent reviews for all property agreements including leases, licences, CTA's, GTA's in accordance with the relevant documents and in consultation with the Leasing Manager and Director;
- Prepare invoicing data entry for recurrent charges including rent, rates, water and sewerage access fees, water consumption, body corporate levies, car parking and outgoings;
- Manage apportionment of electricity & water consumption/charges for MHS and implement cost recovery;
- Develop financial models to calculate landlord recovery of electricity, rates and other utilities charges;
- Collaborate with Environmental Sustainability and manage connect/disconnections of utility accounts;

- Review Infrastructure Services BEIMS report for Property & Space Services on a monthly basis, facilitate team review and forward completed report to Mater finance;
- Liaise with Property Managers and various Mater departments and personnel including Mater lawyers, Infrastructure Services, Finance/Supply, Fire Security and Safety, Hotel Services and Capital Works as required with respect to cost recovery;
- In collaboration with the Leasing Manager oversee administration of leases, sublease, licences and tenancy agreements in the maximisation of leasing revenue and landlord recovery;
- With assistance of Leasing Manager ensure Leases and Licences (Mater as Landlord and as Tenant) are administered including rental invoices from landlords and accuracy of Progenesis is maintained;
- Collaborate with the Administrative Officer in the development of related lease administration and tenant forms;
- Critically review monthly financial reports to ensure accuracy and report/act on any variances to budget or discrepancies in consultation with Property team.

Body Corporate Management

- Collaborate with Financial Accountant in managing Administrative & Sinking Funds for Body Corporates under management;
- Prepare annual budgets for Body Corporates and material for AGMs and extraordinary meetings
- Set up and manage financial elements and reporting for annual AGMs and extraordinary meetings and contribute to proposals for future expenditure and future contracted services;
- Co-sign authorities for invoices and payments by and for the Body Corporates;
- Prepare invoicing of Body corporate fees to owners;
- Recovery of levies from tenants where appropriate;
- Preparation of MHS invoices to Body Corporate for reimbursement of service provision on behalf of the Body Corporates;
- Ensure management fees are recovered from Body Corporates to MHS;
- Manage all financial records held by Mater Health Services on behalf of the Body Corporates. Prepare agendas/information & minute meetings of the Body Corporate Executives and Body Corporates.
- Preparation of Property Management Reports under guidance of Director of Property Assets for the Body Corporate Executives and the Body Corporate members. Reports to be prepared as required and Annual Reports and management reports as required.

Joint Venture Management

- Fulfil the requirements of the Joint Venture for Long Drive Queensland as – Secretary and Finance Officer for the JV Executive Committee including membership of the JV Executive Committee;
- Preparation of financial reports, agendas and minutes associated documentation for JV Committee meetings;

- Collaborate with the Financial Accountant in managing the finances for the JV (as Sub-Lessor) and on behalf of MHS as joint venture party;
- Liaise with Leasing Manager with respect to JV subleases and cost recovery;
- Co-sign authorities for all invoices and payments for the Joint Venture;
- Prepare invoicing for rent, outgoings, promo levy and tea room monthly billing;
- With Property & Assets and Property Management staff, monitor and report on accounts receivables proactively liaising with tenants to ensure minimal arrears;
- Prepare quarterly budgets and extra financial reporting for Committee meetings;
- Ensure management fee recovery from the Joint Venture to MHS;
- Prepare financial reporting and supporting documentation for yearly external audit.

Other

- Undertake activities in accordance with Property Services responsibilities matrix;
- Participate in the development of Document Framework (policies, procedures and work instructions) related to role;
- Lead assigned service improvement initiatives;
- Undertake specific projects and other tasks for the Director Property & Assets |

Qualifications

Essential
• Minimum 3 years' experience in a similar role
Desirable
• Formal qualifications in Finance

Clinical / technical competencies

• Proficiency in Microsoft Word, Excel, Outlook, Adobe Acrobat, PowerPoint, and desired experience with Progen and D365

Capabilities

Mater's core capabilities	Elements	Required proficiency for role ¹				
		Foundation (Team Member)	Proficient (Team Leader)	Skilled (Manager)	Expert (Director)	Mastery (Executive)
Building high-performance interprofessional teams: Builds high performance interprofessional teams by developing talent and building trust	Vision and direction Implementation of strategy Interprofessional practice and education Team leadership Team development Identifying and nurturing talent Building trust		✓			
Accountability: Role models respectful accountability, effectively holds self and others to account through constructive feedback and dialogue	Holding to account Feedback and dialogue Drive for results		✓			
Learning Agility: Is comfortable with complexity and ambiguity, rapidly learns and applies new skills and is successful in first time challenging situations	Comfort with ambiguity Applies learning to achieve success in challenging first-time situations Critical thinking		✓			
Enacting behavioural change: Skilled at enacting sustainable behavioural change in people (through workflows, habits and clinical practice) to achieve improvements	Influencing perception Generating emotional responses (tempered by rational responses) Shaping behavioural decision making Mobilising and sustaining behaviour change		✓			

¹ Proficiency descriptors

- **Foundation:** demonstrates application of capabilities for performing core requirements of the role **and**
- **Proficient:** demonstrates application of capabilities to others in team **and**
- **Skilled:** developed capability in others in a proactive and structured manner **and**
- **Expert:** mobilises collective capability across teams **and**
- **Mastery:** is a role model within and outside the organisation and expertise as a leader in field is sought out