

Statement of Duties

Position Title: Deputy Chief Financial Officer	Position Number: 519709	Effective Date: February 2013
Group and Unit: Corporate, Policy and Regulatory Services - Budget and Finance		
Section:	Location: South	
Award: Senior Executive Service	Position Status: Permanent	
	Position Type: Full Time	
Level: 2	Classification: Senior Executive Service	
Reports To: Chief Financial Officer		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

- The Deputy Chief Financial Officer is a key supporting role to the Chief Financial Officer (CFO) and assists the CFO in the development and implementation of financial management systems and strategies through best practice financial, business planning, financial risk management and reporting frameworks and systems.
- The Deputy CFO assists the CFO in managing and controlling the organisation's financial processes, making the necessary changes to upgrade and improve process, policies or procedures, and develop his/her team.
- This role functions as the "right hand" of the CFO and is heavily involved in strategic, budgeting and planning activities to enable the Department of Health and Human Services (DHHS) to deliver safe, effective and high quality integrated patient and client care within sustainable budget allocations.
- The Deputy CFO provides leadership and direction to ensure the development of relevant financial information, and timely financial budgeting, planning and financial reporting to the Secretary and Departmental Executive members.
- The position plays a key role in the development and maturation of financial forecasting and financial planning systems within DHHS. In addition, the position provides a key interface between various other parts of the finance function.
- The position is responsible for:
 - Providing high value support to the CFO in developing enhanced financial strategies and achieving the Department's financial performance objectives
 - Managing the Department's central core finance functions including financial and statutory reporting and financial planning & analysis
 - Ensuring the Department's financial governance & compliance framework is effective
 - Providing direction and support in managing and upgrading the Department's FMIS
 - Leading the development and implementation of key finance improvement projects.

- The Deputy CFO is primarily responsible for managing the financial risks of DHHS including financial planning and record-keeping, and financial reporting to higher management.

Duties:

1. Direct and control the development of financial management strategies, policies, principles and practices for the effective management of DHHS financial resources within budget allocations.
2. Monitor and analyse the Agency's performance against budget and provide timely, accurate and strategic advice to the CFO, Deputy Secretaries, Secretary and Senior Management on financial and budgetary matters.
3. Work with Purchasing and Performance in relation to allocation of funding, financial monitoring, and compliance with Service Agreements, Tasmanian Health Service (THS) Performance Framework and THS Act requirements.
4. Ensure Agency adherence to: Tasmanian and Australian Government legislation and regulations including National Health Reform Act, Federal Financial Relations Act, Financial Management and Audit Act, Treasury Instructions, Fringe Benefits Tax Assessment Act, Goods and Services Tax Act and Superannuation Guarantee Charge Act; Australian Accounting Standards; and internal and external audit requirements.
5. Ensure the efficient and effective use of human, physical and financial resources of the Budget and Finance business unit.
6. Provide financial leadership to Agency staff through involvement in the Foundation Program and short courses.
7. Lead and direct Budget and Finance staff to create a professional, accountable, customer service culture and high standards of work performance, while providing opportunities for ongoing staff development and career progression.
8. Ensure implementation of workplace diversity and occupational health and safety priorities to ensure a safe and fair workplace, free from harassment and discrimination.
9. Develop, maintain and manage effective relationships with external organisations including the Tasmanian Audit Office, Department of Treasury and Finance and National Health Funding Body/Administrator.
10. Establish and maintain effective relationships with the THS and DHHS operating units to ensure high levels of satisfaction with the responsiveness and professionalism of the Budget and Finance business unit.
11. Drive process reengineering, standardisation and continuous improvement in respect of all aspects of the operations of Budget and Finance.
12. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
13. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

- This position exercises delegations in accordance with a range of Acts, Regulations, Awards and administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary of the Department. Details of delegations to this position are provided to the occupant and must be exercised in accordance with any specified limitations.
- The Deputy CFO has a high degree of autonomy and is expected to initiate strategies, priorities, work standards and allocate resources in the Budget and Finance business unit.
- Independent judgment is critical to the Agency and State Service and is a requirement of this position. The position operates in an environment of high financial pressure with competing demands of multiple stakeholders. The occupant must be capable of demonstrating independent judgement and negotiation in developing and implementing effective financial management.
- The Deputy CFO is required to meet internal and external audit requirements and operates within the administrative and financial management legislative framework provided by the:
 - Tasmanian Government including the Financial Management and Audit Act, the Treasurer's Instructions, Australian Accounting Standards and Tasmania Health Organisation Act
 - Australian Government including National Health Reform Act, Federal Financial Relations Act, Fringe Benefits Tax Assessment Act, Goods and Services Tax Act and Superannuation Guarantee Charge Act.
- The Deputy CFO is accountable to the CFO and is responsible for:
 - Managing the human, physical and financial resources of the Budget and Finance business unit
 - The efficient and effective delivery of cash and accrual accounting and budgeting systems, policies and procedures
 - Ensuring the Department's compliance with Commonwealth and State taxation and superannuation requirements
 - Ensuring effective reporting systems for monthly and annual reports, including proactive advice on emerging financial and budgetary issues
 - Providing independent reports analysing the Agency and THS performance towards operating within budget constraints.
- The Deputy CFO is expected to support the CFO in leading and driving continuous development and improvement in the Agency's financial and budget framework and financial strategies.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Tertiary qualifications in accounting, together with membership of either CPA Australia or the Chartered Accountants Australia and New Zealand.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 2. Identification check
 3. Disciplinary action in previous employment check.

Selection Criteria:

1. Senior level experience in managing the finance functions of a large and complex organisation, including proven ability in financial analysis; development of related policies and procedures; and familiarity with the Government budget cycle and supporting financial systems and processes.
2. Demonstrated high level strategic planning skills, conceptual, analytical and creative skills including demonstrated ability to identify relevant issues and to make sound judgments about strategies, directions and priorities.
3. Demonstrated high level communication, negotiation and conflict resolution skills including demonstrated ability to liaise and negotiate complex and sensitive issues effectively, to build and maintain effective relationships with a diverse range of stakeholders and proven ability to work constructively as a member of a management team.
4. Proven leadership qualities including demonstrated high levels of adaptability and flexibility. High level change management skills, including capacity to impart vision, deal with pressure, ambiguity and respond innovatively to situations.
5. High level understanding of the complex environment of health and human services, particularly contemporary national and local issues.

Working Environment:

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.