



ROLE DESCRIPTION

Role Title:	Senior Corporate Financial Analyst
Classification Code:	ASO7
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing
Hospital/ Service/ Cluster:	Finance
Division:	Corporate Services
Department/Section / Unit/ Ward:	Performance Monitoring and Reporting
Role reports to:	Manager Planning and Modelling
Role Created/ Reviewed Date:	xxx
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

- > The Senior Corporate Financial Analyst is responsible to the Manager Planning and Modelling supporting the provision of complex financial analysis to support strategic decision making including Cabinet submissions and business cases on a range of complex and critical strategic financial management issues.
- > The Senior Corporate Financial Analyst is accountable to the Manager Planning and Modelling and under their direction will undertake a full range of review and analysis functions including the provision of expert advice on a range of financial management issues in relation to:
 - the application of government policies and procedures including Treasurers Instructions;
 - portfolio budget submissions;
 - briefings to support Parliamentary committees;
 - financial forecasting analysis; and
 - the provision of relevant, timely and accurate business information to the Health Portfolio Executive, DHW business units, LHN's and SAAS.

Direct Reports:

- > Nil.

Key Relationships/ Interactions:

Internal

- > Significant working relationship with the General Manager, Performance Monitoring and Reporting and close liaison with other SA Health Executives and other key stakeholders.
- > Will relate closely with other Divisions within the Department and across the SA Health portfolio.

External

- > Will relate closely with the Account Management team of the Budget and Performance Branch, Department of Treasury and Finance (DTF).

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Providing expert financial advice on key strategic priorities of government by analysing costing implications of Cabinet submissions and budget bids within very strict deadlines.
- > Dealing with senior Executives on a vast range of issues.
- > Dealing with sensitive confidential information.

Delegations:

- > Nil.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Leadership in Management Accounting, Planning and Modelling	<ul style="list-style-type: none">> Contribute to the development of policy, procedures and compliance requirements for financial management, by:<ul style="list-style-type: none">o Providing leadership in the development and implementation of financial policies and procedures that support SA Health and the health services financial practices.o Participating in services governance arrangements and providing advice to inform strategy, standards and directions.o Ensuring accounting procedures are implemented. <p>Portfolio Analysis and Support:</p> <ul style="list-style-type: none">> Providing expert advice on a range of financial management issues in relation to the application of government policies and procedures including Treasurers Instructions.> Undertaking the initial analysis of complex business cases and cabinet submissions that seek to deliver improved services and better value for money.> Monitoring the impact of current and proposed strategies on forward year financial estimates.> Ensuring the accurate, integrated, efficient and effective delivery of Portfolio budget submissions, forward estimates, Parliamentary Estimates briefings and Budget and Finance Committee briefings and other related functions.> Coordinating a range of specialist complex financial analysis and reporting services including analysis of financial statements and portfolio costs, revenue and activity pressures.> Initiating, planning, developing, resourcing and implementing complex financial projects to achieve best practice in financial forecasting, modelling and reporting including taking a lead role in the enhancement of portfolio level financial forecast modelling.> Assisting with the improvement of processes for the development and adoption of innovative budget strategies that enables the Department to determine funding required for new initiatives, cost and activity pressures and other budget priorities.

	<ul style="list-style-type: none"> > Working closely with the Department for Health and Wellbeing Procurement and Supply Chain Management function to ensure coordination of appropriate financial authorisation for SA Health's large and complex procurement program. > Encouraging a culture of cross-team collaboration. > Providing leadership through the management of subordinate team members including the coordination and delegation of required team tasks.
Unit Resource Management	<ul style="list-style-type: none"> o Ensure the appropriate management of human, financial and physical assets through: o Leading, developing and fostering a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation. o Providing a sound performance management framework for staff including development of their potential. o Appropriate planning and allocation of resources to achieve agreed business and strategic plans.
Continuous Improvement / Quality and Risk Management	<ul style="list-style-type: none"> > Ensure the quality of services through the Division are continually evaluated and improved through: <ul style="list-style-type: none"> o Contributing to related aspects of the accreditation processes. o Monitoring, evaluating, reporting and continuous improvement of services. > Contribute to the development of a Risk Management framework within Corporate Services by: <ul style="list-style-type: none"> o Developing a culture of risk awareness and responsiveness in relation to addressing risks. o Encouraging the systematic identification, assessment and treatment of financial risk. > Encouraging risk management processes to include sensible creative thinking and potential solutions to address risk.
Advice, Consultation and Relationship Management	<p>The Senior Corporate Financial Analyst is responsible for:</p> <ul style="list-style-type: none"> > Providing high level, timely, accurate and informative advice to a range of parties. > Ensuring effective consultation, participation mechanisms and partnerships are developed and maintained to deliver and implement the SA Health Finance agenda across the SA Health portfolio. > Developing and maintaining strong working relationships and alliances within and outside of SA Health to achieve Government objectives and expectations.
Culture and Change Management	<ul style="list-style-type: none"> > Assist in ensuring that the Corporate Services has a culture that supports process improvement and service integration by: <ul style="list-style-type: none"> o Ensuring quality management processes are imbedded in routine management practice. o Identifying and leading change management projects. o Promoting a culture of integration and information sharing within the Division and across the Portfolio to support strategic objectives. > Contributing to strategic planning processes within the Division

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > An appropriate degree in accounting, finance or economics majoring in accounting.

Personal Abilities/Aptitudes/Skills:

- > Strong leadership skills and abilities to motivate and inspire others to work together as a team to achieve objectives in a climate of significant change, with a commitment to a team orientated philosophy.
- > Self-motivated, organised, demonstrated initiative and an ability to operate independently while remaining focussed on agreed objectives that may have competing priorities.
- > Strong interpersonal and communication skills which demonstrate a capacity to build and maintain relationships with diverse stakeholders on a range of sensitive and complex issues to achieve positive outcomes.
- > Ability to provide high levels of professional service which includes 'conventional sight' (efficiency orientated, operational realities and quality focussed) and 'innovative sight' (strategic, tactical orientated, growth opportunities and quality focussed).
- > Demonstrated ability to understand, interpret and apply policies and procedures to practical situations, and provide accurate business-like solutions.
- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the Occupational Health Safety and Welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.

Experience:

- > Demonstrated experience in identifying business requirements and developing change specifications to reengineer business processes and systems, and successfully supporting people through, change processes and ambiguity to achieve continual quality improvement and best practice outcomes.
- > Demonstrated experience in the strategic management of financial resources and undertaking complex and high-level financial research and analysis, including developing financial strategies to improve financial performance and providing concise written executive financial reports within stated deadlines.
- > Experience in the effective development, implementation and management of forecasts in a large complex organisation within a framework of critical corporate objectives and in consideration of operational, political, financial and strategic issues.
- > Demonstrated experience in developing and implementing financial management and reporting improvement initiatives and processes including exercising lateral, creative and strategic thinking.
- > Ability to manage and work collaboratively in a team environment, contributing to, and encouraging, a culture of teamwork and service delivery for achieving team objectives.

Knowledge:

- > A knowledge and understanding of relevant Acts, Awards and Legislation and principles and practices as they relate to this role.
- > Knowledge of financial modelling tools.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Post-graduate qualifications in Finance or Accounting.

Personal Abilities/Aptitudes/Skills:

- > Nil.

Experience:

- > Experience in SA government accounting and administration framework.

Knowledge:

- > Demonstrated knowledge of political, social and economic parameters that impact the planning, development, funding delivery and management of health services.
- > An understanding of the health sector reform agenda and emerging directions within the broader health sector.

Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > *For appointment in a Prescribed Position* under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For *'Prescribed Positions'* under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for *'Approved Aged Care Provider Positions'* every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997* (Cth).
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017* (SA) 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012* (SA).
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Corporate Finance Services:

The Corporate Finance functions across SA Health are provided under an integrated service model ensuring alignment of services and consistency with corporate and service level requirements across the portfolio.

The Corporate Finance service is managed by the Director, supported by General Managers who are responsible for the development and maintenance of effective budget management, forecasting, performance management, planning and analysis systems and capabilities across SA Health.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees.

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.

- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	5/04/24		Original version.