



ROLE DESCRIPTION

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| Role Title: | Senior Finance Officer, DTF Reporting |
| Classification Code: | ASO6 |
| LHN/ HN/ SAAS/ DHW: | Department for Health and Wellbeing |
| Hospital/ Service/ Cluster: | Finance |
| Division: | Corporate and Infrastructure Division |
| Department/Section / Unit/ Ward: | Performance Monitoring and Reporting |
| Role reports to: | Manager, DTF Reporting |
| Role Created/ Reviewed Date: | January 2023 |
| 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:

- > Contributing to the development, implementation and maintenance of a reporting and performance framework across SA Health including the reporting and monitoring of monthly financial and workforce information that allows compliance with The Department of Treasury and Finance (DTF) guidelines.
- > Liaising with DTF regarding reporting requirements.
- > Contributing to the development, implementation and maintenance of a range of complex financial analyses.
- > Preparation of budget adjustments for the SA Health portfolio as part of State Budget processes and assisting in the preparation of forward budget data on a rolling five-year basis.
- > Undertaking and overseeing daily monitoring of SA Health cash balances including forecasting of SA Health cash requirements and the development of cash management improvement processes.

Key Relationships/ Interactions:

- > Will relate closely with units within the Corporate and System Support Services Division and other Divisions, Local Health Networks, SA Ambulance Service within SA Health as well the Attached Offices, as part of the Performance, Monitoring and Reporting team.
- > Liaison with DTF on a regular basis.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Analysing large volumes of data across multiple entities requires the ability to explain complex financial situations in a clear and concise manner.
- > Forming strong relationships as this position is required to work with a large variety of staff to achieve very strict deadlines.
- > Dealing with highly sensitive financial information requires the need to adhere to strict confidentiality requirements.
- > Ensuring cash liquidity of all SA Health entities is maintained.

Key Result Area and Responsibilities

| Key Result Areas | Major Responsibilities |
|---|--|
| <p>Deliver a range of professional Corporate Finance functions for SA Health to ensure compliance with DTF reporting requirements by:</p> | <ul style="list-style-type: none"> > Liaison with DTF to ensure the delivery of information relating to requests. > Timely reporting to DTF including regular monthly reports and end of year returns. > Preparation of forward budget data on a rolling five-year basis. > Preparation of budget adjustments for the SA Health portfolio as part of State Budget processes. > Communicating budget variations and monitoring subsequent budget reconciliations. > Contributing to the coordination of a range of specific complex financial analysis and reporting services. > Providing analysis of key performance indicators and analysing trends in service provisions. > Reviewing systems, work flows, efficiencies and reporting mechanisms. > Contributing to the development and implementation of policies and procedures to improve work systems and gain efficiencies. > Daily monitoring of SA Health cash balances including forecasting of SA Health portfolio cash requirements and the development of cash management improvement processes. |
| <p>Contribute to the efficient and effective financial management of the portfolio by:</p> | <ul style="list-style-type: none"> > Identifying, developing and implementing continuous improvement strategies for Corporate Finance. > Supporting a culture of integration within the Division and across the Portfolio to ensure that information is shared for the benefit of the Portfolio Strategic intent. > Providing high level and strategic expertise, advice and support regarding financial accounting processes, procedures and reporting issues. > Providing a range of timely and accurate financial and management reports. <ul style="list-style-type: none"> o preparing monthly management reports; o providing specific financial information for the preparation of the monthly Portfolio Management reports; and > preparing a broad range of other documents, reports or submissions as required. |
| <p>Contribute as a senior member of a team to achieve Corporate and System Support Services Division objectives, by:</p> | <ul style="list-style-type: none"> > Providing direction and support to other team members and undertaking other duties as necessary to meet team objectives including: <ul style="list-style-type: none"> o Mentoring, coaching and supporting the development of other team members. o Delivering on-time and on-budget results. o Championing change management initiatives across SA Health. o Contributing to a work ethos that focuses on the achievement of identified service outcomes. > Contributing to the delivery of the broader functions of the Division by providing input into the development of business plans and operating frameworks. |

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:

- > Demonstrated interpersonal and relationship management skills and a proven ability to communicate effectively with a diverse range of people both verbally and in writing, in particular the ability to influence others and prepare written reports with strategic recommendations for executive and management decision-making processes.
- > Proven ability to set and manage priorities, achieve outcomes under significant pressure and operate effectively in a commercially and politically sensitive environment.
- > Proven high level of analytical capabilities and demonstrated ability to perform research and analysis of financial and non-financial data, trends and outcomes and utilise database tools to generate reports and information for Management to review.
- > Demonstrated ability to perform as an individual as well as contributing effectively as a senior member of a team, including mentoring and fostering the development of others.
- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the *Work Health and Safety Act 2012* (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards

Experience:

- > Experience in resource management, undertaking business case development and analysis and developing strategies to improve performance.
- > Significant experience in providing advice and support to a range of clients and stakeholders resulting in improved business operations and a successful record in identifying customer needs, developing service strategies and providing quality customer service.
- > Experience in leading, mentoring and supporting staff.

Knowledge:

- > Knowledge of financial and other accounting standards, structures and practices including complex accounting concepts of consolidated and eliminated financial information.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Relevant post graduate qualifications.

Personal Abilities/Aptitudes/Skills:

- > Sound strategic thinking and proven political astuteness.

Experience:

- > Experience in interpreting and applying the Australian Accounting Standards and other accounting policies and guidelines.
- > Experience in using the DTF Budget and Monitoring System (BMS).

Knowledge:

- > Knowledge of DTF budgetary and reporting processes.
- > Knowledge of public sector financial frameworks, legislation and processes and an understanding of SA Health, its strategic objectives and the broader SA public service context.

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 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.

Corporate Finance Services 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 | 10/02/17 | 09/04/17 | Original version. |
| V2 | 10/04/17 | 04/07/17 | Safety & Quality statement in General Requirements. |
| V3 | 04/07/17 | 10/07/18 | Minor formatting with order of information amended. |
| V4 | 11/07/18 | 26/03/19 | Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements. |
| V5 | 27/03/19 | 04/06/19 | Added categories for immunisation requirements on front page. |
| V6 | 05/06/19 | 25/06/19 | Updated changes to the Criminal Relevant History and Screening. |
| V7 | 26/09/19 | 09/06/20 | Updated legal entities to include new regional LHN's. |
| V8 | 10/06/2020 | 03/05/2021 | Update Risk Management Statement |
| V9 | 04/05/21 | | Inclusion of integrity statement under Code of Ethics on Page 6 |
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