

i can

...do something
more meaningful



SA Health Job Pack

Job Title	Senior Finance Officer
Eligibility	Open to Everyone
Job Number	757563
Applications Closing Date	9 May 2021
Region / Division	Limestone Coast Local Health Network
Health Service	Regional Finance
Location	Mount Gambier
Classification	ASO4
Job Status	Ongoing Full Time
Indicative Total Remuneration	\$79,954 - \$83,765 pa

Contact Details

Full name	Maria-Rose Northam
Phone number	87670233
Email address	Maria-Rose.Northam@sa.gov.au

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☐ Working with Children Screening - **DHS**
- ☐ Unsupervised Contact with Vulnerable Groups Employment Screening - **NPC**
- ☐ NDIS Worker Check - **DHS**
- ☒ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category C (minimal patient contact)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact). [Please click here for further information on these requirements.](#)

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements

ROLE DESCRIPTION



Health
Limestone Coast
Local Health Network

Role Title:	Senior Finance Officer
Classification Code:	ASO4
LHN/ HN/ SAAS/ DHA:	Limestone Coast Local Health Network (LCLHN)
Hospital/ Service/ Cluster	
Division:	Finance
Department/Section / Unit/ Ward:	Regional Finance
Role reports to:	Financial Business Advisor
Role Created/ Reviewed Date:	April 2021
Criminal History Clearance Requirements:	<input type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> Disability Services Employment Screening <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups
Immunisation Risk Category	<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 Finance Officer works in the Limestone Coast Local Health Network (LCLHN) Regional Finance Service and is accountable to the Financial Business Advisor.
- > The Senior Finance Officer will ensure compliance with applicable policies, procedures and legislative requirements and will develop, improve and implement policies to ensure effective financial management of LCLHN.
- > The Senior Finance Officer will provide timely and accurate information, analysis and reports and will contribute to the maintenance and enhancement of reporting systems and processes.
- > The Senior Finance Officer will provide a range of reporting, management accounting, costing, modelling analytical, budgeting and forecasting services. In this capacity the position will also contribute to reviews and undertake special project or consultancy work in the specific assigned areas of responsibility as required.

Key Relationships/ Interactions:

Internal

- > Reports to a Financial Business Advisor in the LCLHN Regional Finance Service.
- > Significant working relationship with the Chief Finance Officer, LCLHN.
- > Maintains cooperative and productive working relationships with relevant staff within the LCLHN Regional Finance Service and the Health Units within the LCLHN.
- > Contributes as an effective participant on a variety of individual and team projects and activities.
- > Interacts with Directors, Managers and multi-disciplinary staff within other SA Health LHN's.

External

- > Liaises with other government and non-government health stakeholders

Challenges associated with Role:

Major challenges associated with the role include:

- > Providing financial support to clients in a dynamic environment.
- > Flexibility to work across various project initiatives.
- > Contributing to the effective financial management of financial resources.
- > Contributing to the maintenance and enhancement of financial reporting systems and processes.

Resilience:

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

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & 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.

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 Guidelines for Health Care Workers in South Australia Policy Directive.*
- *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- *Disability Discrimination.*
- *Independent Commissioner Against Corruption Act 2012 (SA).*
- *Information Privacy Principles Instruction.*
- *Code of Fair Information Practice.*
- *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.

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.

Cultural Statement:

The Limestone Coast Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Limestone Coast Local Health Network is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- > 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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to the delivery of a range of professional management accounting functions for the Regional Finance Service	<ul style="list-style-type: none"> > Assisting in the implementation and maintenance of a Reporting, Budgeting and Performance Framework. > Undertaking Commonwealth reporting & Grant acquittals requirements including overseeing the end-to-end process. > Undertaking the monitoring of monthly financial, activity and workforce information and providing initial analysis of key performance indicators. > Analysing trends in service provisions and contributing to the development of business cases by analysing operational costs and activities. > Researching and investigating management accounting issues to support the provision of advice to a range of internal customers. > Assist in the development of the annual budget, processing monthly budget variations and journal adjustments. > Assisting in the preparation of financial documentation, reports and projects briefs as required. > Assisting in the review of systems, work flows, efficiencies and reporting mechanisms. > Contributing to the development and implementation of financial accounting policies and procedures to improve work systems and gain efficiencies, in particular with high level excel spreadsheet development and database reporting skills.
Contribute to the efficient and effective financial management of the portfolio by:	<ul style="list-style-type: none"> > Participating in the implementation of continuous improvement strategies for the Regional Finance Service team. > Supporting a culture of integration within the service and across the Strategic intent. > Participating in or undertaking project based work as required. > Providing professional advice and support regarding management accounting processes, procedures and reporting issues. > Providing a range of timely and accurate financial, management and budget reports.
Contribute as a member of a team to achieve Regional Finance Service objectives, by:	<ul style="list-style-type: none"> > Supporting other team members and undertaking other duties as necessary to meet team objectives. > Participating in change management initiatives across SA Health. > Contributing to a work ethos that focuses on the achievement of identified service outcomes.
Maintain a focus on Continuous Improvement of the Regional Finance Service, by:	<ul style="list-style-type: none"> > Participate in service planning, decision making, implementation, evaluation and review processes > Participate in the ongoing development and evaluation of appropriate service procedures > Participate in appropriate development activities and in internal committees and working parties as required

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Nil

Personal Abilities/Aptitudes/Skills

- > Ability to communicate effectively with a diverse range of people both verbally and in writing, in particular the ability to produce written reports to assist executive and management decision making processes.
- > Proven ability to manage time effectively, cope with high volumes of work and be receptive to new ideas and changing environments.
- > Interpersonal skills which facilitate interaction and co-operation with relevant groups and individuals and the ability to present information in a meaningful context.
- > Ability to analyse financial problems and develop and implement practical solutions.
- > Demonstrated ability to perform as an individual as well as contributing effectively as a member of a team.
- > 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

- > Experience in undertaking accounting functions including management reporting and budgeting.
- > Experience in the collection, analysis and presentation of data, including the provision of advice and recommendations to support decision-making.
- > Experience in the development and use of spreadsheet and database applications.
- > Experience in identifying customer needs and providing quality customer service.

Knowledge

- > Nil

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Tertiary qualification in accounting or a related financial/business management discipline.

Personal Abilities/Aptitudes/Skills

- > Nil

Experience

- > Experience in using financial management applications.

Knowledge

- > Understanding of the Australian Accounting Standards and other accounting policies and guidelines.
- > Knowledge of public sector financial frameworks, legislation and processes.
- > An understanding of SA Health, its strategic objectives and the broader SA public service context

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

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.

Limestone Coast Local Health Network:

Residents within the Limestone Coast Local Health Network have access to a wide range of health care services. The Limestone Coast region covers a large geographical area which consists of the Upper and Lower South East, and extends all the way to the Victorian border.

Services provided within the South East region include accident and emergency, day and inpatient surgery, aboriginal health, obstetric services, community health and aged care services.

We have Health facilities located within Mount Gambier, Bordertown, Kingston, Millicent, Naracoorte and Penola. The links below can be used to navigate to detailed information on the different Hospital and Aged Care sites, as well as Country Health Connect.

The health units within the Limestone Coast LHN have dedicated and experienced staff who strive to meet the needs of the community by providing the highest level of health care.

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

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 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.

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

Aboriginal Health

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

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 understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: