

Position Description

Position title	Director of Finance – Financial Services		
Department / Division	Corporate & Finance Division		
Classification	AO99	Employment Status	Ongoing, Full Time
Position reports to	Chief Financial Officer		
No. of direct & indirect reports	7 Direct reports & 20 Indirect reports		
Location	The Royal Children's Hospital, Flemington Road, Parkville		
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently		

The Royal Children's Hospital
The Royal Children's Hospital's (RCH) vision is <i>a world where all kids thrive</i>. RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts. RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/. RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact. Further information on RCH is available at www.rch.org.au
ROLE PURPOSE
The Director of Finance, Financial Services leads the hospital's core financial operations, including general ledger governance, financial accounting, revenue accounting, accounts payable, treasury, financial systems, and fixed asset accounting. The role ensures compliance with Australian Accounting Standards, the Financial Management Act, and Standing Directions, and is responsible for delivering accurate, timely, and audit-ready financial reports. It also oversees balance sheet governance, cash flow forecasting, asset accounting forecasts, and the preparation and

submission of external financial reporting and forecast to the Department of Health (DH), supporting financial transparency and accountability across the hospital

KEY ACCOUNTABILITIES

1. Enterprise Financial Management

- Lead the hospital's full suite of financial operations, including general ledger governance, financial accounting, cash management, accounts payable (AP), accounts receivable (AR), private revenue, treasury, asset accounting, and financial systems.
- Ensure timely, accurate, and compliant delivery of financial reports and submissions to the Department of Health (DH), in line with Australian Accounting Standards, the Financial Management Act, and Standing Directions.
- Oversee balance sheet governance, cash flow management/ forecasting, asset accounting forecasts, and external financial reporting obligations.

2. Revenue Integrity & Accounts Receivable

- Oversee all accounts receivable operations, including private patient billing (e.g. Medicare, compensable, and insurance revenue), ensuring accuracy, audit readiness, and accounting recognition practices.
- Drive improvements in private revenue capture, debt recovery, billing compliance, and reconciliation between billing and finance systems.
- Maintain oversight of receipting, refunds, and debtor management to support revenue integrity.

3. Expenditure Control & Accounts Payable

- Provide strategic oversight of accounts payable operations, including supplier payments, invoice workflows, payment runs, and vendor data governance, ensuring integrity and compliance in supplier master data and payment processes.
- Ensure AP activities are governed by strong internal controls to prevent fraud, maintain compliance with procurement rules, and support audit integrity

4. Financial Governance, Systems & Audit

- Maintain robust internal controls across all financial subfunctions, including AP, AR, GL, and asset accounting.
- Lead the application and continuous improvement of finance governance and policy frameworks within Accounting & Financial Operation Services, ensuring compliance, consistency, and alignment with hospital-wide governance requirements.
- Lead the hospital's financial audit readiness, internal control testing, and continuous improvement actions in response to audit findings.
- Oversee the integrity and optimisation of financial systems, ensuring alignment between subledgers and the general ledger, and support efficient integration with billing, PAS, procurement, and asset systems.
- Lead the identification, design, and implementation of finance process automation initiatives, building team capability and embedding continuous improvement practices that enhance accuracy, timeliness, and efficiency across Accounting Services

5. Leadership

- Lead a multidisciplinary finance team across accounting, treasury, systems, AP, AR, and revenue operations, fostering capability, accountability, and high performance.

- Represent Financial Services across internal governance forums, working groups, and externally with DH and audit stakeholders.
- Promote transparency, data accuracy, decision-making, and alignment with public sector values and hospital-wide quality standards.
- Act as a key advisor to the CFO on financial governance, audit outcomes, and emerging compliance risks, contributing to executive and board-level financial assurance discussions

QUALIFICATIONS AND EXPERIENCE

Essential

- Tertiary qualification in Accounting, Finance, or a related field.
- Full professional membership with CPA Australia, Chartered Accountants ANZ (CA ANZ), or a recognised equivalent.
- Minimum of 10 years of progressively responsible experience in financial management, including at least 5 years in a senior leadership role overseeing core accounting functions, compliance, or financial systems.
- Demonstrated experience in managing end-to-end financial operations within a large, complex organisation.
- Proven ability to lead the preparation and submission of external financial reports to government bodies (e.g. Department of Health), including compliance with Australian Accounting Standards, the Financial Management Act, and public sector reporting requirements.
- Strong experience in financial governance, including general ledger control, cash flow forecasting, external audit, internal control frameworks, and year-end close.
- Sound knowledge of accounts payable (AP), accounts receivable (AR), and private patient revenue streams in a regulated environment.
- Demonstrated leadership capability, including managing multidisciplinary finance teams, building capability, and leading through periods of change or system reform.
- Strong communication skills, with the ability to present financial information clearly to executive, board, and external stakeholders.

Desirable:

- Prior experience in the Victorian public health sector, including familiarity with DH reporting requirements, PFRS, ABF, and hospital audit processes.
- Working knowledge of public hospital revenue streams, including MBS billing, compensable billing, private practice revenue, and third-party health fund claims.
- Experience working with complex enterprise resource planning (ERP) systems (e.g. Oracle, TechOne, SAP), including finance system configuration or chart-of-accounts governance.
- Familiarity with patient administration systems (PAS) and the reconciliation of clinical and financial data (e.g. EPIC, IBA).
- Experience coordinating large-scale internal and external audits with multiple stakeholders.
- A strong track record in financial process improvement, system integration, or automation in a public sector context.
- Exposure to workforce and procurement financial interfaces, including links between payroll, procurement, and GL operations.
- A deep understanding of public sector values, financial transparency expectations, and the role of finance in delivering healthcare service outcomes.

KEY SELECTION CRITERIA

- Tertiary qualification in Accounting, Finance, or related discipline, with full CPA or CA membership
- Minimum 10 years' experience in financial management, with at least 5 years in a senior leadership role
- Demonstrated expertise in financial reporting, compliance, and audit in a large, complex organisation
- Strong understanding of Australian Accounting Standards, the Financial Management Act, and public sector reporting
- Experience managing end-to-end financial operations including AP, AR, treasury, revenue, and systems
- Proven ability to lead external reporting to government bodies (e.g. Department of Health)
- Strong leadership skills with a track record of building and managing multidisciplinary finance teams
- High-level communication skills with the ability to engage executive, operational, and external stakeholders
- Demonstrated integrity, ethical decision-making, and commitment to public sector values

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children's Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

October 2025