

## Position Description

<b>Position title</b>	<i>Senior Finance Business Partner (Senior Management Accountant)</i>		
<b>Department / Division</b>	Finance – Management Accounting		
<b>Classification</b>	AO81 - AO85 Grade 8 Level 1 to Grade 8 Level 5	<b>Employment Status</b>	Full-Time, Ongoing 1 FTE
<b>Position reports to</b>	Operational: Director, Finance – Financial Planning & Analysis (FP&A)		
<b>No. of direct &amp; indirect reports</b>	none		
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville		

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is <i>A world where all kids thrive</i>.</p> <p>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.</p> <p>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.</p> <p>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 <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>

ROLE PURPOSE
The purpose of the role is to provide financial business partnering expertise to the RCH divisional leadership teams with a focus on the Surgery division.

Working across the patient facing portfolio the Senior Finance Business Partner (Management Accountant) is to provide accurate, timely and high-quality performance insights for the division, assist in maintaining a contemporary performance management framework (leading budget and forecast delivery), and to support the financial sustainability of the division.

## KEY ACCOUNTABILITIES

### Financial Management & Stewardship

- Monitoring and review of financial performance targets through the management and coordination of the Budget Process, Revised Forecasts and facilitation of performance meetings.
- Lead divisional and departmental view of key insights and timely analytical support on trends, risk and management action for Heads of Department.
- Provide financial stewardship across the Surgery division including project/business case reviews to enable financial sustainability.
- Manage all group level month end, year end and ad hoc activities (internally and externally driven) are delivered on time with a high level of quality and financial stewardship. This includes journals, acquittals and payments/revenue are completed in a timely manner.
- Manage the capital replacement requirements of the division through identifying high risk assets, funding channels and governance frameworks.
- Lead financial models and business case development to support costing of new initiatives, services and funding opportunities as initiated by Divisional leadership.
- Establish key performance frameworks to monitor performance and participate in monthly review meetings with CFO, Executive Director - Surgery
- Establish robust budget setting practices and forecasts that are accurate and reconciled to the Enterprise Planning tool (Powerbudget)

### Customer Service/Stakeholder management

- Providing timely financial and business management advice, reporting and insights to the respective Executive Director Surgery and heads of department
- administration workflow (procurement, recruitment and employee contract conditions) to ensure optimal outcomes within a timely manner
- Identify opportunities for innovation and develop appropriate business cases
- Develop and implement policies and procedures as required to support financial governance.

### Leadership/Strategy

- Drive timely and relevant reporting to internal stakeholders: Divisional leadership teams and heads of department
- Contribute to strategic planning of the Surgery division and departments
- Provide technical and strategic financial leadership across the Surgery division.
- Establish and develop frameworks for reporting on key performance indicators to achieve divisional plans

## QUALIFICATIONS AND EXPERIENCE

### Essential:

- Bachelor of Commerce, Business or Accounting
- CPA or CA qualified

- Advanced Excel - ability to work with/model big data
- Advanced Powerpoint - Insights generation and presentation to Divisional stakeholders
- Work in collaboration with multidisciplinary team
- Demonstrated management and leadership skills, including the ability to manage and lead divisional projects and initiatives

**Desirable:**

- Combination of public and private sector financial management experience
- Corporate/Group level as well as divisional level business partnering experience
- An understanding of the healthcare sector funding and grant management

**KEY SELECTION CRITERIA**

- Authentic interpersonal and communication skills, including the ability to negotiate, advocate and engage with a diverse range of internal and external stakeholders;
- Effective stakeholder management (Executive Director, Heads of Department) with proven ability to build and maintain strong relationships across non-financial stakeholders;
- Experience in developing and managing corporate recovery programs/financial sustainability initiatives;
- Demonstrated ability to form links with all areas of the business to support the achievement of objectives and goals;
- Business systems savvy – ability to deal with large and complex data sets and report insights with clarity;
- Demonstrated ability to investigate issues and develop appropriate, stakeholder focussed solutions.
- Demonstrated management and leadership skills, including the ability to manage and lead projects and initiatives
- Excellent organisational and planning skills with the ability to priorities workload and competing demands and conflicting priorities
- Excellent verbal communication and interpersonal skills with the ability to interact with and influence a variety of stakeholders to achieve mutual understanding and agreed outcomes
- Ability to handle confidential and sensitive information with discretion

**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 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:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us

- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

#### **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 LGBTIQI community and people with disability.**

Position description last updated

April 2023