

## Position description

<b>Position</b>	Manager   Finance		
<b>Purpose</b>	To lead the finance function for optimal management of the organisation's financial resources.		
<b>Approval date</b>	16 November 2023	<b>Approved by</b>	Libby Dunstan

### Brisbane North PHN

Our vision is a community where good health is available for everyone.

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council and parts of Somerset Regional Council. It covers approximately 4,100 km<sup>2</sup> of urban, regional and rural areas, with a population of over one million.

We are one of 31 Primary Health Networks across Australia.

We work with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. We then engage stakeholders to design and commission programs and services to meet those needs.

Our PHN's goals:

- Be informed and led by community voice
- Re-orient the health system toward care close to home
- Build capacity of providers to meet health needs of our region
- An accountable, high performing organisation.

The PHN's values:

- Collaboration: We build strong and enduring relationships to achieve our shared goals
- Diversity: We are inclusive, fair and responsive to different needs
- Integrity: We are transparent, respectful and work to the highest standards
- Courage: We lead new approaches, learn and improve
- Impact: We deliver outcomes for our community.

### Key outcome areas

To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed once a year formally and on an ongoing basis informally with team members and managers.

#### Role-specific

- work with the CFO, CEO and Executive team to develop a finance strategy aligned to the Health Needs



Analysis, activity planning and funders' requirements, which provides capacity for the organisation's key performance indicators to be achieved

- responsibility for preparing the annual budget, monthly management and board reporting, monthly forecasting, annual statutory reporting to audit compliance, reporting requirements for funding bodies, and any other adhoc financial reporting as required
- plan, lead and manage delivery, evaluation and improvement of financial processes and activities achieving desired outcomes and in accordance with strategic vision, timeline, budget, and funding requirements
- ensure that the PHN's finances are administered effectively by managing all financial transactions, preparing and ensuring clear and accurate reporting and analysis, administering effective funds management strategies, and managing accurate and timely payroll and related processing
- ensure compliance with relevant statutory, regulatory, policy and Australian Accounting Standards and report on annual statutory and taxation requirements as appropriate
- contribute to the effective management of the organisation's assets administering rental, tenancy and insurance matters

#### **Management/ Executive Management (as applicable)**

- develop and lead the Finance team by providing effective mentoring and professional development opportunities; and applying appropriate recruitment, induction and performance management principles which comply with our policies and procedures
- identify, build and maintain excellent relationships with key stakeholder and partner organisations including health service providers, policy makers, potential funders and governments.

#### **General**

- Regularly attend team and staff meetings
- Contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- Communicate effectively and respectfully with all members of the organisation and external stakeholders
- Record all interactions in ChilliDB and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- Comply with reporting requirements as directed by your manager
- Deal with sensitive information in a confidential and professional manner
- Complete other reasonable duties and projects as required to meet organisational objectives

## **Reporting relationships**

#### **Relationships**

Reports to: CFO and Company Secretary

Direct reports: Commercial Accountant; Systems Accountant; Accounts Administrator; Accounts Payable Officer

#### **Level of delegation**

(Per Delegation Matrix – CEO to staff)

Level 2 – Managers

## Key selection criteria

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

### Qualifications and experience

- relevant tertiary qualifications are mandatory, and membership of a professional accounting body is mandatory
- skills, knowledge or experience in successfully leading and developing a high-performing team
- proven experience in the development and implementation of plans aligned to the organisation's strategic goals
- experience in the development and maintenance of strategic, effective relationships and collaborative mechanisms with diverse stakeholders
- excellent verbal and written communication skills with the ability to motivate, influence and gain commitment
- experience or knowledge managing complexity in a changing and often challenging environment
- experience managing a finance function for a medium to large organisation, preferably in the non-profit sector

### Capabilities

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- leads self – self-aware, proactive and adaptable; takes personal development opportunities and is resilient
- engages others at all levels with respect, collaboration and cultural sensitivity
- achieves outcomes in a high demand work environment with judgment and initiative
- drives innovation - contributes to our culture of continuous quality improvement
- shapes systems - works productively within internal and external systems and networks
- bases decisions on available evidence.

### Other

A current driver's licence is desirable and use of a personal vehicle may be required, including travel between workplaces. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)