

Role description

Cairns and Hinterland Hospital and Health Service

Role details

Job ad reference	CAH616389	Classification	HES3 (L)
Role title	Chief Finance Officer	Contact name	Janine Hammat, Hardy Group
Status (temp/perm)	Fixed Term Temporary Full Time for 3 years	Contact number	0488 555 858 jhammat@hardygroupintl.com
Directorate	Chief Executive Services	Closing date	Monday, 17 February 2025
Hospital and Health Service	Cairns and Hinterland Hospital and Health Service	Salary	\$282 185 - \$292 489 per annum (Total remuneration)
Location	Cairns		

Queensland Health's vision

By 2026 Queenslanders will be among the healthiest people in the world.

Our vision

Excellence in healthcare, wellbeing, research, and education in Far North Queensland.

Our purpose

We work together, with our community, providing healthcare services to improve health and wellbeing in Far North Queensland.

More information on the strategic direction of Cairns and Hinterland Hospital and Health Service visit: [Cairns and Hinterland Hospital and Health Service Strategic Plan 2023-2027](#)

Please visit our website for additional information about Cairns and Hinterland Hospital and Health Service www.health.qld.gov.au/cairns_hinterland



Queensland
Government

Our values

The staff and patients at Cairns and Hinterland Hospital and Health Service have helped develop a set of shared values that guide our behaviours and decision making in our workplaces. These values underpin our daily work, the strategies of our Health Service and help deliver Queensland Health's vision.



COMPASSION

At CHHHS, we demonstrate that we care about the challenges facing our patients and colleagues by taking time to walk in their shoes. Compassion is delivered with a warm hello, a smile, by genuinely listening and following through on concerns.



ACCOUNTABILITY

At CHHHS, we value accountability at all levels as it builds trust in our organisation, our people and our services. When we live up to our responsibilities, we earn respect from the people and communities we have made a commitment to.



RESPECT

At CHHHS, we value a respectful approach to our work and care as it builds strong relationships and trust. We encourage you to treat others as you'd like to be treated.



INTEGRITY

At CHHHS, we rely on our integrity to guide us when the choice isn't an easy one to make. It ensures we are making decisions that are transparent, truthful and for the greater good of our patients, colleagues and communities.

Health Equity

Cairns and Hinterland Hospital and Health Service affirms its unreserved recognition of Aboriginal peoples and Torres Strait Islanders as First Peoples of this area and has set out its actions and agreed key performance measures to improve First People's health and wellbeing outcomes.

Racism is a key structural determinant of First People's health inequity. Racism is not always conscious, explicit, or readily visible - often it is systemic.

It is expected that all staff contribute to the health equity agenda. Please refer to our [First Peoples Health Equity Strategy](#) for further information.

Your employer— Cairns and Hinterland Hospital and Health Service

- The Cairns and Hinterland Hospital and Health Service strives to provide excellence in health care, wellbeing, research and education in Far North Queensland.
- The Health Service is the primary provider of health services to residents of the Cairns, Tablelands and Cassowary Coast regions with a population of over 250,000 people, as well as providing specialist services to the Torres Strait and Cape York region. Cairns Hospital is the primary referral hospital for Far North Queensland.
- We provide an extensive range of health services at more than 30 regional, rural and remote facilities across a geographical area of 142,900 square kilometres.

- The Health Service is 95 percent self-sufficient with only a small number of high-level acute services being provided in Townsville and Brisbane.
- Our staff are a part of the community we serve, and we strongly believe that health outcomes are enhanced by involving our community in the planning and evaluation of local health services.

Your opportunity

Provide high level strategic leadership and direction in relation to the Financial Management, Accounting and Performance Reporting Services teams of the Cairns and Hinterland Hospital and Health Service (CHHHS) in alignment with Hospital and Health Service goals, Queensland Health strategic directions and other national, state and local policies and professional standards.

This position is responsible for overseeing activity based funding, financial and performance reporting and treasury management, to ensure that the Health Service meets its statutory reporting requirements, complies fully with the Financial Accountability Act 2009, the Hospital and Health Board Act 2011 and other relevant legislation.

Operational responsibility for annual operating budget within the following teams:

- Finance
- Case Mix, Costing and clinical coding
- Centralised Contracts Unit
- Business Support Unit including Billings, Debt Management, Travel Hub and Fleet Service and Bookings
- Systems Integration and Reporting Team.
- Corporate ICT
- leMR – Digital Hospital
- Medical Records and Health Information Services
- Revenue Services

Budget Responsibility

The Chief Finance Officer is responsible for implementing, reporting and monitoring the Cairns and Hinterland Hospital and Health Service operating budget, which totals \$1.4B in 2024-25 financial year and ensuring a robust and secure ICT environment that meets the needs of the HHS – maintaining the latest best practice operating environment and security.

Your role

- Fulfil the responsibilities of this role in accordance with CHHHS values as outlined above.
- Follow defined service quality standards, occupational health and work policies and procedures relating to the work being undertaken to ensure high quality, safe services, and workplaces.

Key Result Area – Strategy and Operational Planning

Key Accountabilities	Performance Measures
<ul style="list-style-type: none"> • This role has strategic and operational management of the areas of finance, revenue and coding, Fleet, Travel and Information, Communication and Technology (ICT). • Financial resource management including the establishment, maintenance and review of financial internal controls. • Give financial advice on the delivery of the Strategic Plan, Clinical Services Plan and Service Level agreement. • Provision of strategic ICT, Health Service Performance and Procurement information and advice at Board and Executive level to enable the achievement of strategic and business objectives (including compliance with statutory obligations and standards). • Establish performance measurement frameworks and processes to monitor CHHHS performance against agreed key performance indicators and specific funded projects. • As a member of the EMT contribute to the delivery of the CHHHS strategic plan, operational plans and performance management, specifically in the area of finance, revenue and coding, Fleet, Travel and ICT. • Develop a CHHHS ICT Strategic Plan to support the CHHHS Strategy. • Provide strategic advice to the Chief Executive relating to financial, service agreements, procurement and performance related matters and other issues as allocated. 	<ul style="list-style-type: none"> • Active participation in strategy and service planning. • Monthly qualitative and quantitative reporting to Executive and Board on the financial results for revenue, expenditure and Capital. • Monthly reporting on finance related KPI's. • Development of a CHHHS ICT Strategy. • ICT environment to match the needs of the business.

Key Result Area – Safety and Quality

Key Accountabilities	Performance Measures
<ul style="list-style-type: none"> • Ensure the portfolio achieves the highest level of quality of services. • Ensure the portfolio and the CHHHS achieves accreditation requirements including ACHS. • Ensure all significant risks in the portfolio are identified, mitigated and assigned as appropriate. • Implement all recommendations to improve quality from reviews within the agreed timeframes. • Ensure appropriate policies, training and development, performance measures and risk management processes are in place to deliver excellence in service delivery. • Complete internal customer feedback processes for all departments in the portfolio to develop plans for improvement. 	<ul style="list-style-type: none"> • Portfolio contributes positively to CHHHS accreditation requirements. • Ensure appropriate WHS for all departments. • Recommendations from reviews are completed satisfactorily within the agreed timeframes. • Policies are reviewed regularly. • All staff undertake annual performance and development. • Reviews and risks are identified and mitigation process implemented. • Improvement made resulting from consumer feedback.

Key Result Area – Financial Sustainability

Key Accountabilities	Performance Measures
<ul style="list-style-type: none"> • Develop annual operating budgets including MOHRI targets for each department/service and HHS. • Ensure this portfolio meets the agreed financial targets. • Develop robust business cases for new or expanded services. • Oversee and participate in the development of annual minor capital plan. • Ensure the portfolio actively delivers on revenue and targets are met. • Oversee organisational sustainability programmes designed to ensure continuing efficiencies and cash savings benefits are achieved across the HHS. • Preparation of financial information including Annual Financial Statements to facilitate the discharge of the CHHHS's statutory reporting obligations. • Provision of advice on the effectiveness of accounting and financial management information systems and financial controls in meeting the CHHHS's requirements. • Provision of advice concerning the financial implications of, and financial risks to, the CHHHS's current and projected services. • Provision of timely and high quality strategic financial analysis, advice and reports to the Board, relevant 	<ul style="list-style-type: none"> • Ensure HHS deliver on agreed annual budget. • Monthly reporting of performance against budget and variance analysis. • Annual financial sustainability plan developed and implemented. • Meet revenue targets. • Meet MOHRI target. • Develop and delivered OSP targets and plans. • Timely analysis on business case requests. • Implementation of seamless financial controls into the operations to support management decision making. • Timely identification and reporting of financial anomalies. • ICT projects implemented on time and on budget. • Ensure ICT programmes of work contribute to an efficient work

<p>Board Committees, Executive Management Team (EMT), and Senior Management Team to enable the achievement of strategic and business objectives.</p> <ul style="list-style-type: none"> • Effective management of day to day cash flow and capacity. • Ensure the CHHHS capital assets are recorded accurately in the asset register and on the CHHHS balance sheet. • Provision of leadership in the preparedness and implementation of system enhancements that supports and facilitates effective performance monitoring and management of the Health Service within an activity based funding environment. 	<p>practice.</p> <ul style="list-style-type: none"> • Accurate and regular forecasting. • Confirmed refinement of the ABF methodology applied to the business to optimise all revenue opportunities and minimise costs. • Education of non financial personnel of the ABF methodology.
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Key Result Area – Leadership and Management

Key Accountabilities	Performance Measures
<ul style="list-style-type: none"> • Positively contribute as an Executive member to delivery on the strategic and operational requirements of the HHS. • Provide high level advice to the Executive and Board on key issues impacting on the delivery of KPI's. • Lead and manage day to day activities within the portfolio in accordance with the Values of CHHHS. • Work collaboratively with the HSCE, the Executive team and senior leaders to lead, manage and coordinate all commissioning, planning and positioning of services such that optimal levels of health service delivery and patient safety are achieved. • Strategically lead an effective and cohesive senior management team that provide the leadership and management required to effectively manage the day to day operations within a framework of quality and safety. • Develop a positive culture within the portfolio which encourages and recognises high performance, builds leadership capabilities and supports staff to maximise their health and wellbeing. • Be a strong, visible leader, driving performance improvements, governance, policy and culture change, operating ethically, with integrity and within legislative requirements. • Oversee ICT Projects to ensure delivery on time and within budget. 	<ul style="list-style-type: none"> • Active participation as a member of the Executive. • Written and verbal advice to Board and Executive is of a high standard and is timely. • Meeting legislative requirements, policy and procedures and improvements relating to work health and safety. • Achieving a positive rating for employee satisfaction in all employee related surveys. • Engage in a partnership model with operations and provide timely and supportive financial and ICT advice and analysis.

Key Result Area – Relationships and Engagement

Key Accountabilities	Performance Measures
<ul style="list-style-type: none"> • Ensure effective working relationships across the HHS's and support other portfolios in the delivery of the HHS strategy. • Support clinician engagement strategies to improve consultation and collaboration. • Support engagement with the community and external health providers. • Actively contribute in high level forums (internal and external) to influence policy and strategic direction. • Developing and maintaining strong relationships with relevant key stakeholders. • Support the Health Service's effective engagement with the community, external stakeholders, and other Hospital and Health Services to ensure the needs and expectations are appropriately managed and articulated. 	<ul style="list-style-type: none"> • Member of external forums that contribute to Qld Health policy and operations. • Receive positive feedback in relation to collaboration and consultation across the CHHHS. • Positive changes are implemented as a result of customer feedback. • Active attendance at the District Consultative Forums.

Mandatory qualifications/Professional registration/Other requirements

- Member of a recognised Accounting professional body.
- Minimum of ten years experience at a senior level in a similar sized organisation.
- Participate in an Executive on-call roster.
- Relevant health or management post graduate qualifications would be highly regarded.
- This position requires the incumbent to operate a Class C vehicle, and an appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be provided before commencement of duty.
- **Vaccine Preventable Diseases (VPD)** evidence as required for your employment in accordance with legislation/government policy and Directives.

How you will be assessed?

You will be assessed on your ability to demonstrate the following key capabilities, knowledge, and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

- A successful track record within a large, complex service organisation in providing leadership and management in financial systems, procedures and controls, that operates efficiently and to the highest professional standards.
- Demonstrated high level ability to manage and project cash flows relating to income, expenditure and capital.
- Demonstrated knowledge in the areas of finance, revenue and coding, Fleet, Travel and ICT

- Demonstrated ability to provide expert financial strategic advice together with the ability to deliver accurate, timely and relevant financial information.
- Demonstrated ability to strategise and utilise vision to drive financial decisions, prioritising effectively and understanding the impacts of decisions and managing risks appropriately.
- Demonstrated executive leadership in formulating the annual operating plan and financial sustainability plan.
- Demonstrated strategic and operational understanding of health purchasing and funding arrangements.
- Demonstrated advanced consulting, communication and interpersonal skills which are conducive to the establishment of business partnerships and positively influencing others in a significant environment of performance accountability, continuous change and organisational transformation.
- Demonstrated executive thinking ability, including the capacity to proactively identify and develop complex organisational responses to leverage new opportunities and innovations, including negotiations with key stakeholders. Partnering and team work skills are also essential as the position will operate within a team environment in which Finance and IT infrastructure services support is integral to successful broader service delivery requirements.

Targeted assessment of core behavioural competencies:

- Problem Solving
- Political Savvy
- Dealing with Ambiguity
- Managerial Courage

Your application

Please provide the following information to the panel to assess your suitability:

- Your current CV or resume, including the names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.
- A short statement (maximum 1-2 pages) on how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes.

How to apply

The closing date for applications is Monday, 17 February 2025.

The reference number to include in your application is H25_5002

For a confidential discussion, please contact Principal Consultant:

Janine Hammat

M. +61 (0) 488 555 858

E. jhammat@hardygroupintl.com

Please submit your application via the HG website: [Here](#)

(<https://hardygroup.qwilr.com/H25-5002-CHHHS-CFO-CID-zpWjtLOzSOu8>)

Note: Please use the online platform to submit your application. It will not be accepted via email.

If you require assistance in submitting your application online, please contact Senior Executive Search Coordinator, Natasha Tirado: ntirado@hardygroupintl.com / +61 0468 301 310.

It is standard practice for HardyGroup to acknowledge receipt of your application no later than the next business day. We request that if you do not receive the acknowledgement, you contact the search coordinator listed above as soon as possible after the 24-hour business period to resend your application if necessary.

Additional information

- Applications will remain current for 12 months.
- Future vacancies of a temporary, full-time, and part-time nature may also be filled through this recruitment process.
- Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling, and support services mainly to children will require a blue card, unless otherwise exempt.
- Applicants are required to disclose any pre-existing illness or injury which may impact on their ability to perform the role as per [section 571 of the Workers' Compensation and Rehabilitation Act 2003](#).
- Under the [Public Sector Act 2022](#), applicants are required to disclose any previous serious discipline history taken against them.
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All Queensland Health staff, who in the course of their duties formulate a reasonable suspicion that a child has suffered, is suffering, or is at unacceptable risk of suffering significant harm in their home/community environment and may not have a parent able and willing to protect the child from harm. have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- Some roles within Queensland Health are designated as 'Vaccination Preventable Disease (VPD) risk roles. A VPD risk role is a role in which the incumbent may be exposed to the risk of acquisition and/or transmission of a VPD. If you are applying for a role that has been designated as a VPD risk role you must be able to provide evidence that you either have been vaccinated against the VPD's listed in the role description; or are not susceptible to the VPD's listed in the role description.

You will be asked by the recruiting manager to supply this evidence if you are the preferred candidate for the role. Any job offer would be subject to the supply of evidence related to VPD in addition to other required employment screening. Most of our frontline clinical roles require at a minimum vaccination against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and Hepatitis B. The following tools will assist if you are required to provide evidence of VPD vaccination:

- VPD Evidence guide.
- VPD evidence form – Doctor.
- VPD evidence form – Self.

Please head to our [Vaccinations Homepage](#) for more information on how to provide your evidence.

- Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <https://www.qld.gov.au/gov/system/files/documents/lobbyist-disclosure-policy.pdf?v=1454302064>
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#).

Organisational Chart

Updated March 2024

