



# WESTERN HOSPITAL

## Position Description

<b>Position Title:</b>	Commercial Director / CFO Western Hospital
<b>Position Number:</b>	
<b>Position Holder:</b>	New position
<b>Division/Branch:</b>	
<b>Location:</b>	Western Hospital, 137 Cudmore Terrace, Henley Beach SA
<b>Directly reports to:</b>	CEO, Western Hospital

### Position Purpose

The purpose of the Commercial Director / CFO is to provide financial analysis, statutory compliance, reporting and lead relevant functions at Western Hospital. The Commercial Director / CFO will be pivotal for Western Hospital to achieve business plan objectives through their in-depth understanding of financial performance, drivers contributing to the performance and implementation of improvement priorities.

The Commercial Director / CFO will have an excellent understanding of the growing financial challenges in the private health sector and work in association with the other members of the Western Hospital Executive Management team influencing innovative ways of appropriately managing commercial risk. The Commercial Director / CFO will report to the CEO supporting the translation of data into key insights, and will use a structured problem-solving approach to support the design and delivery of commercial solutions to business challenges. Having an aptitude for finding contractual and commercial solutions to real challenges is a crucial part of the role.

The Commercial Director / CFO will:

- be flexible and adaptive to change
- have a solutions-orientated mindset
- collaborate and build relationships
- show commitment to learning and self-development and embracing challenging new opportunities
- have good judgment and creativity to resolve complex issues and escalate appropriate issues
- foster teamwork and find opportunities to share information and create efficiencies.

### Key Accountabilities

#### Commercial analysis and problem solving

- Increase stakeholder depth of knowledge of the hospital's commercial position by providing analysis that give insights and informs the development of initiatives that support delivery of services on budget.
- Provide commercial expertise and leadership to drive the delivery of Western Hospital's annual budget and business plan.
- Lead and drive the preparation of budget, forecasts and relevant financial models that inform business decisions.
- Develop a strong understanding of the cost drivers and revenue assumptions driving performance; identify and support operational initiatives to improve



<b>Key Accountabilities</b>	
	<p>performance and work collaboratively with stakeholders as required to implement these initiatives.</p> <ul style="list-style-type: none"> <li>• Analyse (including undertaking financial modelling) and report on monthly performance providing the Board with adequate information to support decisions and understand the corrective action plan.</li> <li>• Undertake required profit and loss analysis for Western Hospital as determined by the Board and Executive team.</li> <li>• Analyse broader market data to understand trends and activities that will drive positive financial outcomes for Western Hospital.</li> <li>• Work with various department managers to support their understanding of the financial performance of their business units, ensuring accuracy of work hours reporting and analysis to identify areas of improvement in relation to financial performance of the business unit.</li> <li>• Implement and embed labour and operational KPIs and daily/weekly forecast monitoring process.</li> <li>• Prepare and provide monthly performance reports to the Western Adelaide Private Hospital Board.</li> <li>• To support the development and assessment of business cases for new services, capital investment and other initiatives aligned with the Western Hospital strategy and business plan</li> <li>• Attend relevant governance committee meetings, as required to achieve the financial outcomes</li> </ul>
<b>Statutory reporting obligations</b>	<ul style="list-style-type: none"> <li>• Monitor and align in-house processing and reporting systems. Ensure that the internal systems exhibit appropriate internal controls to support the Delegations of Authority, financial and corporate governance.</li> <li>• Implement processes that enables Western Hospital to meet financial and accounting statutory reporting requirements.</li> <li>• Monitor and improve working capital cycles including debtors and creditors efficiency</li> <li>• Monitor cash flow and provide feedback to the CEO and Board, as required on a monthly basis</li> <li>• Prepare and monitor the budgeting process</li> <li>• Liaise with the financiers or reporting matters</li> <li>• Confirm processes are implemented for creditor payments</li> <li>• Review and authorise all payroll runs</li> <li>• Perform cost reviews on an ongoing basis as required to support the business</li> <li>• Liaise with external auditors to facilitate yearly audits</li> <li>• Liaise with external accountants to facilitate annual financial reports and tax returns</li> <li>• Prepare and update cash flows regularly present to the CEO and Finance committee for review</li> <li>• Assess financial impact of corporate strategy and proposed capital expenditure</li> <li>• Responsible for ensuring that banks reporting requirements are met on time and that any issues are raised with the board in time to implement corrective action.</li> <li>• Develop asset management process and prosthesis management.</li> </ul>



Key Accountabilities	
<b>Commercial negotiations and reporting</b>	<ul style="list-style-type: none"> <li>Work with the CEO to support effective and informed contract negotiations with all health funds; this includes undertaking modelling and assumptions to maximise funding received</li> <li>Identify trends and issues impacting effective consumables management from ordering, use and payment to reduce risk of revenue leakages due to errors</li> <li>Prepare the KPI report including provision of detailed commentary that allow stakeholders to understand what drove the business result</li> </ul>
<b>Leadership and stakeholder management</b>	<ul style="list-style-type: none"> <li>- Develops effective internal relationships with the Board, Friends of Western, SA Health and other key stakeholders to help drive the vision of a short stay surgical health service</li> <li>- Ensure that the internal systems exhibit appropriate internal controls to support good governance</li> <li>- Monitor, assess and manage the performance of the members of the finance team</li> <li>- Leads and promotes a positive organisational culture in line with Western Hospital's mission and values.</li> <li>- Supports an effective engagement strategy with multiple stakeholders to deliver Western Hospital's strategic and operational objectives.</li> <li>- Apply exceptional interpersonal skills to influence and collaborate with a diverse range of stakeholders.</li> <li>- Recognise the importance of continuous self-development and actively takes ownership and responsibility for own professional development.</li> <li>- Complete all mandatory and regulatory training.</li> </ul>
<b>Safety and wellbeing</b>	<ul style="list-style-type: none"> <li>- Participate actively and positively in health and safety to reduce all hazards and incidents within the workplace.</li> <li>- Maintain skills and knowledge necessary to undertake work safely and skilfully.</li> <li>- Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions.</li> </ul>

Position Requirements	
<b>Education</b>	<input checked="" type="checkbox"/> Degree <input type="checkbox"/> Diploma/Certificate <input type="checkbox"/> Post Graduate Degree Other (Relevant professional certification e.g. CIA, CISA, CA or CPA)
<b>Capability</b>	<ul style="list-style-type: none"> <li>Business and commercial acumen</li> <li>Strategic thinking</li> <li>Managing relationships and strong team player</li> <li>Results driven, task focused with a strong sense of timeliness</li> </ul>
<b>Skills/Experience</b>	<b>Must have:</b> <ul style="list-style-type: none"> <li>Finance, Economics or Commerce qualifications</li> <li>Proven experience in finance or commercial role</li> <li>Experience working in health businesses, ideally working with/in private hospitals</li> </ul>



<b>Position Requirements</b>	
	<ul style="list-style-type: none"> <li>Demonstrated management and leadership skills.</li> <li>Ability to work effectively in a team environment and manage strategic programs</li> <li>Ability to analyse information and draw key insights for a broad range of stakeholder groups</li> <li>Ability to exercise initiative and sound judgement.</li> <li>Excellent negotiation and interpersonal skills</li> <li>Hold a continuous improvement approach</li> <li>Ability to work independently and in a team</li> <li>Problem solving abilities – ability to engage with complex issues and identify opportunities and solutions</li> </ul>
<b>Personal attributes</b>	<p><b>Demonstrate the following:</b></p> <p>Relationships with people</p> <ul style="list-style-type: none"> <li><i>Persuasive</i> – convinces others, likes to negotiate</li> <li><i>Leadership</i> – sets vision, directs and manages</li> <li><i>Socially Confident</i> – puts people at ease, good with verbal and written communication</li> </ul> <p><b>Thinking style</b></p> <ul style="list-style-type: none"> <li><i>Data Rational</i> – good with data, operates on facts, enjoys assessing and measuring</li> <li><i>Change Oriented</i> – enjoys doing new things, accepts change</li> <li><i>Innovative</i> – generates ideas, thinks up solutions</li> <li><i>Forward Planning</i> – prepares well in advance, enjoys setting targets, forecasts</li> <li><i>Detail Conscious</i> – methodical, precise, and accurate</li> <li><i>Conscientious</i> – sticks to deadlines, completes jobs</li> </ul> <p><b>Feelings and Emotions</b></p> <ul style="list-style-type: none"> <li><i>Relaxed</i> – calm, relaxed, cool under pressure</li> <li><i>Tough Minded</i> – difficult to hurt, unaffected by unfair remarks</li> <li><i>Emotional Control</i> – restrained in showing emotions, avoids outbursts</li> <li><i>Critical</i> – good at probing the facts, challenges assumptions</li> <li><i>Active</i> – has energy, moves quickly</li> <li><i>Achieving</i> – sets sights high, career centred, results orientated</li> </ul>