

Role description

Director Financial Control

Business unit:

Finance and Business Services

Division:

Finance and Business Services

Classification:

DSO1

Location:

Ipswich

Position ID:

32022733

Leadership layer:

Director

About this role

The Director Financial Control provides advice and leadership to the financial accounting, compliance and procurement functions for West Moreton Health (WMH). The primary focus of the role is to support the Chief Finance Officer in all the financial management, accounting advice, capital accounting, external reporting, procurement, contract management and financial compliance functions for WMH.

This role assumes significant responsibility for the provision of technical financial accounting advice, and policy advice to enable the organisation to make sound decisions and is accountable for the requirements associated with statutory reporting.

The key responsibilities of the role are:

- Financial Management
 - Lead the month end / year-end financial processes including contributing balance sheet and cash flow reporting to the monthly Board reporting, ensuring that timely accurate and relevant information is delivered to WMH.
 - Responsible for the treasury functions including day-to-day monitoring of the operating, general trust, and QTC bank accounts, and administering the Corporate Card Program
 - Responsible for insurance claims and facilitate collection of information for calculation of insurance premium.
- Accounting Advice
 - Provide expert technical advice and recommendations to Executive, the Board of WMH and operational staff in relation to financial accounting and administration matters which enhance the efficiency, effectiveness and quality of financial management and administration and contribute to enhanced financial outcomes.
 - Liaise with the Department of Health to ensure that external financial reporting and administration policies, practices and procedures are consistent, appropriate, current, and meet best practice.
 - Engage with business operations to ensure work practices and proposed changes align with strategic goals, meet future compliance needs and reflect appropriate benchmarks.

- Capital Accounting
 - Lead the capital accounting function including Inventory, Pharmacy, IPharmacy, work in progress and the fixed asset register of WMH. This function includes periodic revaluations, useful life review, physical asset verifications, depreciation, impairment, write offs and statutory reporting for all WMH capital items.
- External Reporting
 - Ensure that WMH meets all its statutory obligations in relation to external financial reporting including the financial statements and management of the external auditor engagement process.
 - Lead financial reporting to meet Treasury Tridata actuals reporting requirements.
 - Lead the taxation and financial administration legislation function to ensure that WMH is fully compliant, including completing returns. E.g., Fringe Benefit Tax.
 - Facilitate the communication link with Treasury, the Department of Health and the Queensland Audit Office about finance matters relating to financial reporting.
- Compliance
 - Responsible for all financial policies / procedures.
 - Ensure appropriate financial controls exist for production of timely accurate financial information including reconciliations, segregation of duties, monitoring of related party invoicing and the Financial Internal Control Self-Assessment program.
 - Responsible for the finance systems and the maintenance of required registers. E.g., losses.
 - Facilitate liaison with the Queensland Shared Services accounts payable function and administer the flow of invoices not able to be processed by the shared service provider.
- Procurement and Contract Management
 - Lead the procurement and contract management function to ensure value for money and meeting of strategic objectives.
 - Responsible for developing and establishing processes that drive efficiency, savings and benefits, maintain compliance and support the business with training and education required to achieve the objectives of the Queensland Procurement Policy
 - Provide expert advice on competing priorities for procurement and contract management items.
- Broader support to Finance & Business Services and the entire WMH service
 - Provide support to high level complex projects as they occur across WMH.
 - Operationalise WMH strategic plan into tangible projects.
 - Act in other leadership roles within Finance and Business Services or other WMH divisions to provide leave support or assist in delivery of significant projects.
 - Prepare business cases, board reports and other presentations to increase engagement on opportunities and drive productive effective change.
 - Provide mentoring to employees engaged in professional development such as CPA or ICAA programs.
 - Actively contribute to maintaining a safe workplace that values the health and safety of co-workers, clients, and visitors.
 - Actively contribute to developing and maintaining a culture where staff are vigilant to risks to themselves, their co-workers, clients, and visitors (including health and safety, business, and operational risks).
 - Actively participate in the Health Service 1:1 conversation process.

About you

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

- Leadership and Management
 - Ability to plan, lead and manage a team and achieve desired outcomes within specific deadlines and approved resource allocations in a complex service-related environment.

- Problem Solving
 - Ability to provide expert advice and recommendations to the Executive, the Board of WMH and operational staff in relation to financial accounting and administration matters which enhance the efficiency, effectiveness and quality of financial management and administration and contribute to enhanced financial outcomes.
- Communication and Interpersonal Skills
 - High level oral and written communication skills including the ability to lead, persuade, implement change, and liaise, advise, negotiate, and interact with staff at all levels and external stakeholders.
- Organisational Commitment and Awareness
 - Commitment to undertake responsibilities in accordance with WMH's core values of Connect, Respect and Excel.
 - Extensive senior experience in annual reports, board advice, finance leadership and financial control in a complex organisation.

Organisational relationships

- This role reports operationally and professionally to the Chief Finance Officer.
- This role has direct supervision of 3 FTE and indirect supervision of 13 FTE.
- This role has direct budget responsibilities of \$61 million.
- Further details regarding the leadership layer for this role can be found in the Joining the West Moreton Health Community guide.

Mandatory requirements

- Membership to CPA/ICAA or similar qualification or working toward same. A certified copy of membership must be provided prior to the commencement of duties, or evidence of current studies.
- West Moreton Health has a respiratory protection program which supports the use of personal protective equipment as an essential element of defence in the hierarchy of controls. Every employee is responsible for complying with directions in relation to personal protective equipment. Some employees are required to wear a P2/N95 mask in their role and therefore must be able to achieve a fit check / fit test of a P2/N95 mask to ensure the safety of themselves, their colleagues, their consumers, and our community.
- This position may be required to work across the various facilities throughout West Moreton Health.
- This position requires the incumbent to operate a motor vehicle, therefore an appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be produced before commencement of duties.
- The successful completion of, or the ability to complete, the Queensland Health sponsored Occupational Violence Prevention (OVP) training appropriate to the role on appointment is mandatory.
- Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment.

Evaluation/Approval Information			
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