



Position Title	Finance Manager
Classification	NES – Total Employment Cost
Reporting to	CEO
Key Stakeholders	
Internal	All staff, executive, doctors, consumers and their families, GPs, consultants.
External	State and Federal government, private health insurers, industry bodies, primary health care sector, RANZCP, RACGP, University of Tasmania and consultants.

Our Core Values

At the heart of The Hobart Clinic are our four core values, which guide everything we do and direct us towards our mission to provide mental health services for consumers, families, and the community, in recognition that mental health is something that affects us all.

Our Values

- Inspired** We're passionate about inspiring the best in everyone we connect with.
- Teamwork** We build open, honest and purposeful relationships.
- Growth Mindset** We collaborate with the intent to learn, develop and enable the learning journey for all.
- Brave** We commit to finding solutions for our clients and colleagues regardless of the difficulty.

Building on these values is our brand promise of a commitment to promoting hope, wellbeing and autonomy in recovery.

Our values, mission and brand promise form the basis of our success as a leader in the provision of mental health service and will be our foundation as we continue to grow into the future.

Key Function

Reporting to the CEO, the Finance Manager is responsible for managing the financial health of the organisation by distributing financial resources, supporting the executive team by offering financial insights that will assist in making the best business decisions, maintaining legal financial practices, and leading the Finance Department.

The organisation is in a significant period of transformation, and the Finance Manager is to drive the end-to-end optimisation of the finances, billing and claiming processes and associated results.

Skills, Knowledge and Experience

Qualifications / Experience

- Relevant Tertiary Qualifications (e.g. Business, CA, CPA).
- Significant experience and demonstrated success managing the breadth of finance functions in a health or similar environment.
- Financial management knowledge and skills, including budget preparation and analysis.
- High level knowledge of health funding and accreditation mechanisms and systems.
- Effective time management skills, proven ability to manage competing priorities and meet deadlines while remaining calm under pressure.
- Strong leadership skills, with the ability to build a shared understanding of, and commitment to the organisation's Mission and Values.

Communication/Collaboration

- Excellent written communication skills for the creation of reports, business cases, correspondence, and other material.
- Strong verbal communication and presentation.
- Ability to lead and motivate staff, including change management.
- The ability to work collaboratively with a range of stakeholders including executive colleagues, employees, partners, and suppliers.

Critical Thinking

- An ability to think broadly, take a whole of organisation view and see beyond "just the numbers".
- Ability to manage a broad range of organisational information systems.
- Ability to optimise systems and processes.
- Ability to develop business case and scenario planning for business development.
- Advanced and proven problem-solving skills, and ability to think laterally, operationally, and strategically.

Cultural Awareness

- Ability to understand, respect and accommodate personal preferences and needs with relation to individual requirements.

Position Objectives and Responsibilities	
Tasks and Responsibilities	<ul style="list-style-type: none"> • Oversee the preparation of all budgets, financial processes, and financial reporting. • Ensure the income of the organisation is protected through the establishment of effective financial controls, implementing and maintaining appropriate management accounting and reporting systems, budgetary controls and expenditure procedures. • Develop and implement an overall financial management plan that is endorsed by the Board • Complete end of month financial processes, journals, and reconciliations • Monitor and assess The Clinic's cash position • Complete the Business Activity Statement monthly • Manage access to bank accounts and finance systems • Manage and oversee payments to creditors • Manage and oversee invoices and outstanding debtors (non-health fund activity) • Oversee billings to health funds, payments from health funds, manage outstanding debtor balances for health funds and oversee health fund contract renewals. • Reconciliation between Hospital Billing software and Finance Software
Communication	<ul style="list-style-type: none"> • Advise on the financial implications of management decisions, and establish the financial soundness of proposed business activities • Keep the CEO, leadership team and Board informed of the financial position of the organisation. • Preparation of monthly reporting packages and financial reports for the Managers and the Board, including commentary on variance to budgets, risks, issues. • Assist and provide support to business unit managers on financial matters • Finance committee attendance, advice and minutes
Organisation / Administration	<ul style="list-style-type: none"> • Lead and develop robust financial modelling to support business cases, new initiatives and tender processes. • Ensure the long-term financial sustainability of The Hobart Clinic through prudent financial management. • Ensure the financial and accounting principles, procedures and practices for The Hobart Clinic are in line with legal and corporate requirements. • Drive continuous improvement of organisational processes, procedures, systems and reporting. • Overall capital and asset management, including additions, disposals, monthly depreciation and maintenance of an accurate asset register. • Manage investments • Prepare and compile the annual budget in consultation with business area's • Prepare and compile the Annual Financial Statements and work with auditors • Complete FBT report for the accountant • Complete ABS surveys as they arise

	<ul style="list-style-type: none"> • Manage grant funding payment and acquittals
Payroll	<ul style="list-style-type: none"> • Manage super payments (payments made fortnight as per EBA) with clearing house and any questions/issues associated with super • Oversee all payroll payments and work with the People and Culture team as required
Management	<ul style="list-style-type: none"> • Provide leadership and management to team members through effective goal-setting, work-plans, delegation and communication with a strong focus on coaching and mentoring
Quality Control & OHS Systems	<ul style="list-style-type: none"> • Understand the requirements of the National Safety and Quality in Healthcare standards. • Participate in and contribute to, continuous improvement activities. • Understand the requirements of the emergency protocols of The Hobart Clinic and participate as required. • Maintain a safe work environment in accordance with workplace health and safety policies and procedures. • Actively participate in the Risk Management process and assist with the identification and management of hazards.

Behaviours and Attitudes

- Whilst executing the key tasks and responsibilities, demonstrate the following attitudes and behaviours:
 - **Teamwork and Collaboration** – Work effectively with the team members and work groups to accomplish organisational and team goals; respect the needs and contribution of others.
 - **Courage** – Demonstrate courage in situations requiring constructive feedback for colleagues in relation to practice and/or upholding organisational values
 - **Innovation** – Generate creative solutions, be proactive and a self-starter, seize opportunities and act upon them to achieve better outcomes for our organisation, clients and stakeholders.
 - **Creativity and Flexibility** – Be adaptable, receptive to new ideas, respond and adjust easily to changing work demands and circumstances.
 - **Life-long Learning** – Recognise that ongoing professional development and skill enhancement is necessary in order to contribute to the growth of knowledge within the Clinic. Be open and responsive to feedback, including learning from mistakes. Identify own personal development needs and implement an effective personal development plan.
 - **Leadership** – Be solution focused and proactive. Work collaboratively with others and recognise, acknowledge and nurture their abilities. Demonstrate high personal integrity.
 - **Communication** – Effectively express ideas in individual and group situations, adjusting language and terminology to the needs of the audience. Effectively communicate priorities to build alignment and motivation throughout the organisation.
 - **Health and Safety** – Carry out tasks with an awareness of Health and Safety concerning self, others and the environment.

Other duties as required that fall within the scope and skill set of the incumbent.

The Hobart Clinic is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind.

The Hobart Clinic is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.

All employment decisions at The Hobart Clinic are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by the laws or regulations in Tasmania and Australia.

The Hobart Clinic will not tolerate discrimination or harassment based on any of these characteristics. The Hobart Clinic encourages applicants of all ages.

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FINANCE MANAGER

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Date

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CHIEF EXECUTIVE OFFICER

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Date