

## Finance Analyst Finance

<b>Title:</b> Finance Analyst	<b>Reporting to:</b> Director, Financial Planning and Reporting	
<b>Portfolio:</b> CFO <b>Business Unit:</b> Finance	<b>Direct reports:</b> N/A	
<b>Enterprise Agreement:</b>	HAMA (VIC Public Sector) (Single Interest) EA 2021 - 2025	
<b>Classification:</b>	HS5	
<b>Employment Type:</b>	Full time	
<b>Key Stakeholders:</b>	Internal: RDHM employees DHSV employees	External: Patients/Consumers Families / Carers Students / Convenors Universities

### Position Purpose

The Finance team report sits within the Chief Finance Officer Portfolio and provides support across the whole of Dental Health Services Victoria and this role will primarily provide support to the Royal Dental Hospital Melbourne (RDHM) leadership team. A key focus of this role is the provision of relevant, timely, accurate and insightful management information and reporting to stakeholders. This role will support stakeholders and management with various financial, analytical and accounting needs in line with the transformation agenda.

### Our organisation

At Dental Health Service Victoria (DHSV), we know our team is key to deliver better oral health for Victoria. DHSV is responsible for the delivery of oral health services through The Royal Dental Hospital of Melbourne (RDHM) and through purchased services from over 50 community dental agencies.

### Our Values

Respect | Accountable | Collaboration | Transform

Role Accountabilities: What you are accountable for	
<b>Role Specific</b>	<ul style="list-style-type: none"> <li>• Preparing and finalising monthly financial and non-financial results and providing analytical insights</li> <li>• Scenario planning, sensitivity and "what-if" modelling in Excel to support senior management decision making within the hospital.</li> <li>• Providing analytical support and recommendations to the various clinics within the hospital, with a focus on forecasting volumes, costs and resources</li> <li>• Participate in the documentation, analysis and delivery of operational improvement plans (e.g. Operation Lighthouse)</li> <li>• Leading and preparing the forecasting process for stakeholders on a monthly, quarterly and annual basis in a timely manner. This includes co-ordinating with key stakeholders to deliver the annual budget</li> <li>• Identifying continuous improvements for processes by automating and simplifying reporting and other key activities. Working closely with the business intelligence team to implement standard reports</li> <li>• Ad-hoc management reporting and analysis as required by business</li> </ul>
<b>Generic</b>	<ul style="list-style-type: none"> <li>• Demonstrate and promote a proactive commitment to health &amp; safety, wellbeing and the environment by actively participating in the ongoing identification of risks</li> <li>• Participate in myDevelopment ensuring goals are signed off and reviewed</li> <li>• Model behaviours that demonstrate the Victorian Public Health Sector and DHSV values in all aspects of work</li> <li>• Undertake other reasonable duties as requested ensuring effective and timely completion</li> </ul>
Your Knowledge, Skills and Experience	
<b>Knowledge and Skills</b>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Strong data analysis and modelling skills to analyse and summarise data from a variety of sources</li> <li>• Strong presentation and communication skills; able to make the complex simple</li> <li>• Able to ensure the approach and output is simple, structured, accurate and robust</li> <li>• Excellent communication and stakeholder influencing skills</li> <li>• Excellent knowledge and use of standard software application such as MS Office suite of tools esp. advanced Excel</li> <li>• Knowledge in managing resources, budgets, and financials</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of DHSV and public oral health</li> </ul>

	<ul style="list-style-type: none"> <li>Knowledge of key market drivers, industry players and latest developments in the health industry and its impact to the organisation</li> </ul>
<b>Experience</b>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>Demonstrated experience in finance analysis/business partnering</li> <li>Experience in budgeting and forecasting</li> <li>Experience in gathering and interpreting information from a range of sources, and a track record in problem resolution</li> <li>Experience in working well under pressure and with minimal supervision &amp; coordinating multiple tasks</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Experience in a public health sector environment</li> <li>Experience in developing dashboards in Excel/Power BI or similar reporting system</li> </ul>
<b>Qualifications, Certifications and Other Requirements</b>	
<b>Qualifications, Certifications</b>	<ul style="list-style-type: none"> <li>Tertiary Qualification in Finance/Accounting</li> <li>CA/CPA/CIMA Qualification</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>Satisfactory Police Check</li> <li>Vaccination requirements as required by the Department of Health guidelines and the DHSV Staff Immunisation Procedure.</li> </ul>
<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>Take reasonable care of, and cooperate with actions taken to protect the health, safety and wellbeing of yourself and others.</li> <li>Follow safe work practices and directions, including the proper use of any personal protective equipment.</li> <li>Report any hazards, incidents and injuries to your supervisor or manager and enter into VHIMS</li> <li>Maintain a commitment to child safety, equity and inclusion, and cultural safety</li> <li>Adhere to the DHSV Child Safety Framework and Code of Conduct and all other child safe policies and procedures.</li> </ul>	
<p><b>Quality, Compliance &amp; Risk Management</b></p> <p>At RDHM we all work together to deliver world class, high quality, safe and integrated oral health care that improves patient outcomes by fulfilling our safety and quality roles. We achieve this by:</p> <ul style="list-style-type: none"> <li>Working within the RDHM Quality and Safety systems.</li> <li>Supporting RDHM in continuously improving care. We look for opportunities to improve in everything we do. Once identified we plan, implement, and evaluate improvements with the goal to improve the quality and safety of care provided.</li> <li>Providing safe, integrated, appropriate and patient centred care</li> </ul>	
<p><b>Diversity &amp; Inclusion</b></p> <p>By all contributing to being an inclusive workplace, we can be a workplace where everyone can feel like they belong</p> <ul style="list-style-type: none"> <li>Recognise and appreciate the unique and different perspectives that each individual brings to the team</li> <li>Challenge assumptions and stereotypes and actively contribute to an environment where everyone feels respected and included</li> </ul>	

- Respect all ideas and people so that we can create an environment where everyone feels seen, heard, and valued. Inclusive teams are better teams and are integral to our success

**Privacy**

The Privacy Act regulates how we collect and handle personal information, including health information. Keep all health information (any information about a person's health or disability, and any information that relates to a health service they have received or will receive) confidential and do not remove it from RDHM. This includes patient scans and photographs. If your role includes reviewing complaints or complaint information, this information is confidential and not to be recorded within the dental record.

**Competencies**

<p><b>Behavioural Competencies</b></p>	<ul style="list-style-type: none"> <li>• Gaining Commitment</li> <li>• Customer Focus</li> <li>• Building Trust</li> <li>• Decision Making</li> <li>• Planning and Organising</li> <li>• Collaboration</li> <li>• Aligning Performance for Success</li> <li>• Continuous Improvement</li> </ul>
<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Courage</li> <li>• Passion for results</li> <li>• Empathy</li> <li>• Energy</li> <li>• Highly organised</li> <li>• Attention to detail</li> <li>• Self-starter</li> <li>• Authentic</li> </ul>

Document Title	Version	Sign off date