

WORKING TOGETHER FOR BETTER ORAL HEALTH



Title: Finance Manager	Reporting To: Chief Financial Officer
Business Unit: Portfolio of the CFO	Classification Level: HS6

Position Purpose:

Dental Health Services Victoria (DHSV) is the leading public oral health agency in Victoria. We aim to improve the oral health of all Victorians, particularly vulnerable groups, and those most in need. DHSV is funded by the State Government to provide clinical dental services to eligible Victorians. As trusted advisors in public oral health policy and program and guideline development, we continue to contribute to improving oral health in our communities.

The portfolio of the Chief Finance Officer (CFO) provides financial leadership via budgetary and financial management, forecasting, business modelling and analytics. The portfolio of the CFO also provides logistics, facilities and technical services support.

As part of the CFO Portfolio, the Finance Manager is responsible for ensuring the accuracy of all financial and statutory accounting processes and for providing regulatory and legislative financial reporting in line with Dental Health Services Victoria's strategic goals and objectives.

WORKING TOGETHER FOR BETTER ORAL HEALTH



Relationships

Reports to	CFO
Direct Reports	Assistant Accountants Graduate Accountant Accounts Payable Officer Accounts Receivable Officer Accounts Officer
Peer relationship within team	Senior Accountant Manager Infrastructure Operations Logistics Manager
Internal key stakeholder relationships	Director Financial Planning & Reporting Director Procurement Director Corporate Governance Director of Building Services Management Clinical Business Analyst Finance Committee Corporate Credit Cardholders
External key stakeholder relationships	Department of Health (DoH) Department of Treasury & Finance (DTF) Internal & External Auditors Banking service providers

WORKING TOGETHER FOR BETTER ORAL HEALTH



Role Accountabilities:

Role Specific

- Ensure all financial operations functions (including accounts payable and accounts receivable) are delivered in accordance with DHSV policies and Ministerial directions.
- Responsible for the integrity of the general ledger, including the Fixed Asset Register
- Ensure compliance with agreed reporting requirements, including BAS returns, GST returns and FBT returns.
- The preparation of timely financial reports, provision of advice on the impact of ledger adjustments and ensuring accuracy of financial system.
- Provide high level policy and operational advice to the CFO on financial accounting issues and practices.
- Develop and maintain sound financial processes and procedures, including the operation of the relevant financial reporting system to ensure the effective operations of DHSV. Responsible for delivery of the developed processes across all operational finance functions.
- Manage working capital, including the preparation of projections, to ensure DHSV has adequate funds are available to meet operational and capital requirements, reporting any areas of concern in a timely manner.
- Responsible for providing accurate and timely reports, including associated explanatory commentary, and other requests for information to the Department of Health, Department of Treasury & Finance and other government entities in accordance with their mandated timelines.
- Responsible for the preparation of Annual Financial Statements in accordance with Generally Accepted Accounting Principles, Standing Directions and Financial Reporting Directions ensuring accuracy of information and timeliness including taking lead role with External Auditors.
- Take a lead role in supporting the internal and external audit programs in respect of all finance related matters, ensuring auditors have appropriate

WORKING TOGETHER FOR BETTER ORAL HEALTH



access to staff and accounting records and that privacy and confidentiality are maintained.

- Ensure all internal and external audit findings and recommendations relating to your work area are implemented in accordance with the estimated timelines.
- Lead role in Financial Management Compliance Framework reporting and attestation process
- Provide leadership to all direct reports and ensure that performance development, work plans, key performance indicators and development activities are in accordance with DHSV policies. Monitor team performance against KPIs and provide corrective action and recommendations to the CFO.
- Prepare papers for Board Sub Committees
- Ensure that the team provides correct, timely and consistent advice and support to DHSV staff.

Generic:

- Provide effective leadership, management and talent acquisition, succession planning and talent development within the team. This includes coaching and partnering with direct reports to build and implement myDevelopment initiatives regarding development plans and conducting performance feedback discussions.
- Ensure all new hires within the team participate in all induction activities including completing all compliance eLearning across their first 90 days.
- Model behaviours that demonstrate the Victorian Public Sector and DHSV values in all aspects of work.
- Undertake continuous professional learning and development to ensure current competence including any prescribed training in safety and quality.
- Participate in myDevelopment ensuring goals are signed off and reviewed.
- Demonstrate and promote a proactive commitment to health & safety, well-being and the environment by actively participating in the ongoing identification and prevention of risks.



WORKING TOGETHER FOR BETTER ORAL HEALTH



- Model behaviours that demonstrate the Victorian Public Sector and DHSV values in all aspects of work.
- Maintain patient privacy and confidentiality in accordance with organisational procedures and policies.

Role requirements:

Knowledge – Mandatory

- Tertiary qualifications in finance, accounting, business or a related field
- Membership of CA, CPA Australia or equivalent
- Significant knowledge of government legislation, regulations and policies relevant to the Victorian public health sector
- Strong knowledge of financial software tools
- Strong proficiency in MS Office suite of programs
- Knowledge of Freedom of Information and Privacy Acts and processes in relation to payroll data

Knowledge – Desirable

- Post graduate qualifications e.g., MBA
- Knowledge of DHSV, public oral health and the overall health sector

Experience – Mandatory

- Strong leadership experience in managing and motivating a team focused on transactional finance activities
- Evidenced experience in strategic analysis and problem-solving
- Experience in leading change/process improvement initiatives within a unionised environment and involving a diverse range of stakeholders
- Experience in public health sector financial management and funding processes
- Significant experience in relationship building, collaborating and managing the expectations of key stakeholder groups whilst providing an outcome that benefits the organisation

WORKING TOGETHER FOR BETTER ORAL HEALTH



- Strong experience in working well under pressure and with minimal supervision & coordinating multiple tasks ensuring adherence to strictly defined compliance-based timelines
- Excellent verbal and written communication skills and the ability to liaise effectively with all stakeholders Experience in consulting with, and providing advice and influence to a broad range of stakeholders beyond span of control
- Experience in managing multiple priorities/projects in fast-paced environment and getting results achieved
- Experience in working well under pressure and with minimal supervision & coordinating multiple tasks ensuring adherence to strictly defined compliance-based timelines.

Experience – Desirable

- Experience within public sector, health sector, government or strongly regulated industries
- Project management experience

Behavioural competencies

- Gaining Commitment
- Customer Focus
- Building Trust
- Decision Making
- Planning and Organising
- Collaboration
- Aligning Performance for Success
- Continuous Improvement
- Coaching
- Quality Orientation

Personal Attributes

- Highly organised with strong attention to detail
- Leads with humility
- Passion for results
- Energy
- Problem solver
- Collaborative
- Self-starter
- Flexibility
- Authentic and respectful
- Change resilient



dental health
services victoria

WORKING TOGETHER FOR BETTER ORAL HEALTH



OPEN UP TO **BETTER**

