

# Position Description

## Financial Analyst

<b>Classification:</b>	HS4 – HS29
<b>Business unit/department:</b>	Financial Services
<b>Work location:</b>	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> Heidelberg
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Employment type:</b>	Fixed-Term Full-Time
<b>Hours per week:</b>	40
<b>Reports to:</b>	Manager, Financial Planning & Analysis
<b>Direct reports:</b>	0
<b>Financial management:</b>	Budget: Nil
<b>Date:</b>	January 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

Support the monthly internal Financial Reporting and Analysis for the organisation.

Support the Finance Business Partner team in sound financial management, including end-to-end budgeting and forecasting processes, month end analysis & reporting and transactional support.

### About the Department

The Finance Department provides services covering: Management Accounting, incorporating budgeting and financial analysis, Financial Accounting, incorporating Accounts Payable, Accounts Receivable, Capital, Patient Billing and Sundry Debtors, Private Practice administration, Cash Management and Investments.

The Finance Department is located in Heidelberg, with some functions such as cashiering provided at the Austin campuses.

## Position responsibilities

### Corporate support role:

- Support the continuous improvement of organisational processes, procedures, systems and reporting.
- Expenditure group analysis of monthly and year to date results against budget and forecast
- Standardisation and ongoing maintenance of reporting and costing templates
- Preparation and maintenance of month end reports
- Support the annual budget and forecast roll over processes, including development and maintenance of systems and databases
- Ensure appropriate internal controls and oversight of financial resources.
- Support development of 5-year plan
- Analysis and maintenance of DHHS funding schedule
- Provide business support to small portfolio of business units in the corporate support area. This includes budget, forecasts, month end, performance monitoring and business case support.

### Support of Finance Business Partnering team:

- Support the coordinated end-to-end budget process, including:
  - Preparation in-line with Annual Budget Guidelines
  - Ensure revenue is consistent with DHHS funding rules and conditions
  - Co-ordinate development and maintenance of budget models and databases
- Support the month end reporting processes ensuring accuracy of results and compliance with internal and external accounting standards. Proactively follow-up issues with Finance Business Partner Team, Divisional Managers and other Department Heads
- Support regular forecasting based on trend analysis informed by an independent, organisational view.
- Support the development of costing tools and provide relevant analytical support to the Finance Business Partner Team
- Provide ad hoc analysis as required to better understand operational issues. Provide a key link between finance and operational functions.
- Undertake financial analysis of operational strategies to ensure efficient utilisation of resources, identifying opportunities to improve financial results.

## Selection criteria

### **Essential Knowledge and skills:**

- Qualified accountant (CA/CPA or equivalent).
- Relevant tertiary qualifications in commerce, business, accounting, economics, law, administration, finance or a similar area.
- A commitment to Austin Health values: Our actions show we care, we bring our best, together we achieve and we shape the future.
- Strong analytical skills, with an ability to identify trends, issues and opportunities.



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show we care



We bring  
our best



Together  
we achieve



We shape  
the future

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- High quality skills in managing a customer service role in providing budget advice and financial management services.
- Ability to quickly develop a thorough knowledge of Government Reporting Regulations, Department of Human Services funding policies and service agreements, regulations and by-laws applicable to the Health Service.
- Ability to undertake sophisticated costing analyses.
- Demonstrated highly developed interpersonal, negotiation and communication skills.
- Demonstrated initiative and the ability to develop innovative solutions to problems.
- Experience and proficiency in Excel and other computer skills

**Desirable but not essential:**

- A sound understanding of information technology including clinical systems, applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.
- An understanding of Advanced Excel (e.g. PowerPivot, Power Query) and other similar tools

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information



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## **Cultural safety**

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

## **Equal Opportunity Employer**

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

## **Austin Health is a child safe environment**

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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