

Position Description

Finance Business Analyst

Classification:	HS4
Business unit/department:	Finance
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☒ Other (Mount Street)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Full-Time
Hours per week:	40 including ADO
Reports to:	Director, Divisional Financial Services
Direct reports:	0
Financial management:	Budget: N/A
Date:	September 2025

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri 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

This role provides critical financial and operational support to the COO directorate, ensuring accurate reporting, effective budgeting, and compliance with funding arrangements.

By managing key financial processes—including accruals, journal entries, and month-end reporting—the position enhances transparency and decision-making. It also contributes to performance improvement and innovation initiatives, supports stakeholder engagement, and drives continuous improvement in financial systems and reporting tools.

Ultimately, the role strengthens the financial integrity and operational efficiency of the organisation.

About the Directorate/Division/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 total revenue of the hospital is approximately \$1.5 Billion per annum.

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

Position responsibilities

Role Specific:

- Assist with the COO directorate support functions and COO key project deliverables.
- Assist with preparation of Divisional Budgets and forecasts
- The position holder provides support to the COO Finance Business Partners:
 - Provide standardized reports
 - Perform hospital and financial administrative functions
 - Maintain registers and tracking systems
 - Process journals, both in a routine and ad hoc capacity
- The position holder will be involved reporting and analysis of hospital funding and activity performance
- Participate in change initiatives and innovation programs:
 - Review processes and improve where appropriate
 - Assist in providing accurate and timely analysis of financial performance
 - Involvement in projects and performance improvement initiatives
- Participate in continuous improvement of organisational processes, procedures, systems and reporting.
- Support end-to-end budget process, including:
 - Preparation of budgets in line with Annual Budget Guidelines
 - Coordination of stakeholders to ensure timely completion of budgets
 - Ensure revenue is consistent with DH funding rules and conditions
- Support the month end reporting processes ensuring accuracy of results and compliance with internal and external accounting standards.
- Proactively follow up of issues with finance business partners
- Manage key stakeholder relationships.
- Provide ad hoc analysis as required to better understand operational issues.
- Support the development of reporting and costing tools and provide analytical support to the Finance Business Partners
- Ad hoc tasks and duties as required



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Selection criteria

Essential skills and experience:

- 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, We Shape The Future.
- Demonstrated initiative and the ability to develop innovative solutions to problems.
- Good written and verbal communication skills
- Recognized analytical and reconciliation skills
- Demonstrates supportive and facilitative approach to problem-solving
- Ability to adapt and thrive in a large organization
- Discretion, integrity and reliability
- Proficient Excel and PowerPoint skills
- High attention to detail

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.
- Experience and proficiency in Excel and other computer skills
- Financial experience
- Commercial aptitude
- Affinity with healthcare industry
- Completed CPA/CA or looking to commence program

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:



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- 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

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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