

Position Description

Financial Analyst Capital

Classification:	HS4
Business unit/department:	Financial Accounting
Work location:	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Mount Street Heidelberg <input checked="" type="checkbox"/>
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 (inc ADO)
Reports to:	Financial Accountant Capital
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	May 2026

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

The Financial Analyst Capital serves as key liaison between Finance and key stakeholders to ensure sound financial management of capital project funds. The role supports decision making, accurate budgeting and forecasting, reconciliations, acquittals and facilitates the achievement of strategic outcomes for Capital Projects.

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 total revenue of the hospital is approximately \$1.3 billion per annum.

The Finance Department is located at Mount Street in Heidelberg.

Position responsibilities

Role Specific:

- Preparation of Project Budgets and Forecasts and monitoring of performance against these targets.
- Working with Project Directors and Managers to effectively manage Project Budgets
- Ensuring Project expenditure is in compliance with Accounting Standards.
- Processing of transactions into Project modules in Oracle.
- Maintenance of fixed asset register ensuring asset additions, disposals and associated depreciation are accounted for correctly
- Providing strong accounting support to the Financial Accounting Team with processing and analysing transactions.
- Completion of monthly Project reconciliations
- Setting up projects in Oracle Capital Module and uploading Project Budgets into Oracle
- Support Financial Accountant Capital with the Capital and Lease Plan processes including preparation and reconciliation of templates.
- Completion of periodic acquittals to the Department of Health
- Participate in cross training with other team members, to enable the ability to provide backfill across all areas of financial accounting
- Commitment to continued professional and personal development, including participating in internal professional development programs
- Assist in preparing internal and external reports in accordance with departmental and organisational requirements
- Support in the preparation of external statutory reports, and internal and external audit reporting requirements
- Support the senior financial leadership team with any duties as directed in the delivery of quality financial accounting administration and reporting
- Perform routine clerical and accounting tasks in a timely manner
- Other tasks as required.

Selection criteria

Essential Knowledge and skills:

- Relevant tertiary qualification in commerce, business, finance, or accounting
- Demonstrated experience in an accounting role or equivalent.
- Demonstrated effective interpersonal, negotiation and communication skills
- Demonstrated initiative and the ability to develop innovative solutions to problems
- Demonstrated advanced skills with windows-based applications, particularly word, excel and database applications
- Flexible approach to developing technical skills across multiple areas of accounting, including but not limited to: treasury, capital, tax, expenditure and revenue
- Ability to work well under pressure and meet deadlines
- Demonstrated ability to provide effective financial and accounting services within a team environment
- Sound analytical skills, ability to interpret data and provide recommendations



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Together
we achieve



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the future

- Highly developed written and interpersonal skills and demonstrated ability to communicate effectively

Desirable but not essential:

- Accounting experience in the health industry is highly desirable
- Membership in CPA or CA or undertaking the program to become a member

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-centred 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

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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