# Position Description

## Finance Business Partner

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| **Classification:** | Executive Level 6 (EX06) |
| **Business unit/department:** | Financial Services |
| **Work location:** | Austin Hospital ☐ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☒ Other |
| **Agreement:** | Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2025-2027 |
| **Employment type:** | Full-Time |
| **Hours per week:** | 38 |
| **Reports to:** | Director Financial Services |
| **Direct reports:** | Nil |
| **Financial management:** | Budget: Nil |
| **Date:** | November 2026 |

Austin Health acknowledge 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 Finance Business Partners develop strong, trusted relationships with a portfolio of business units. The Finance Business Partners act as an interface between Finance and operational managers as well as other stakeholders to ensure sound financial management. Finance Business Partners support decision making, accurate budgeting and forecasting, business case development and facilitate the achievement of strategic outcomes for their client groups.

### 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

**Role Specific:**

- As a trusted business partner, provide financial insight and advice to relevant Executive, Divisional Directors and other Business directors to optimise financial performance.
- Ensure you are positioned to drive and contribute to optimal financial decision-making through the provision of timely, accurate and useful information to management.
- Undertake financial analysis of operational strategies to ensure efficient utilisation of resources, identifying opportunities to improve financial results.
- Lead and develop robust financial modelling to support business cases, new initiatives and tender processes.
- Drive continuous improvement of organisational processes, procedures, systems and reporting.
- Assist the end-to-end budget process, including:
    I. Preparation in-line with Annual Budget Guidelines
    II. Coordination of stakeholders to ensure timely completion of budgets
    III. Ensure revenue is consistent with DHHS funding rules and conditions
    IV. Analysis and commentary of changes to service delivery and their financial impact.
- Assist the month end reporting processes ensuring accuracy of results and compliance with internal and external accounting standards. Proactively follow-up issues with relevant Executive, Divisional Directors and other Business directors.
- Monitor the impact of operational activities on financial performance and variance from budget.
- Assist in development of regular forecasting based on trend analysis informed by an independent, organisational view.
- Manage key stakeholder relationships.
- Lead and drive proactive approach to financial problem solving and decision making.
- Promote strong commercial culture via coaching, partnership and evaluation.
- Drive a culture of financial accountability, integrity and compliance.
- Mentoring and coaching of Analysts through delegation and communication.
- Other tasks as required.

**All Employees:**

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Pulse): http://oppic/
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

## Selection criteria

**Essential Knowledge and skills:**

- Qualified accountant (either a member of CA, CPA or equivalent or working towards CA or CPA membership)
- Relevant tertiary qualifications in commerce, business, accounting, economics, law, administration, finance or a similar area.
- Minimum three years experience in a Finance Business Partner role or similar in a large organisation.

- A commitment to Austin Health values:
- Our Actions Show We Care, We Bring Our Best, Together We Achieve and We Shape The Future.
- Demonstrated capability to engage, consult, collaborate and influence key stakeholders.
- Demonstrated high quality skills in managing a customer service role in providing budget advice and financial management services. Demonstrated experience in financial analysis and budget services.
- Ability to develop a thorough understanding of Government service purchasing arrangements in acute health, sub-acute, aged care and/or mental health 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 ability to exercise sound judgement with strong organisational skills
- Demonstrated highly developed interpersonal, negotiation and communication skills.
- Demonstrated initiative and the ability to develop innovative solutions to problems.

**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

## 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

### 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.