

Position Description

Senior Finance Business Analyst (Organisational Sustainability)

Classification:	HS5
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 2021-2025
Employment type:	Fixed-Term Full-Time
Hours per week:	38
Reports to:	Director – Corporate Financial Planning & Analysis
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	August 2025

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 Senior Finance Business Analyst (Organisational Sustainability) delivers robust, timely financial analysis, reporting and commercial advice to enable senior executives and managers to effectively plan, implement, and evaluate initiatives that strengthen organisational sustainability and long-term performance.

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:

- Produce high-quality, accurate, and timely financial reports, forecasts, and models to support strategic decision-making related to sustainability initiatives
- Assess the financial viability and risk of proposed sustainability initiatives
- Coordinate the end-to-end tracking and monitoring process for organisational sustainability initiatives, ensuring timely and accurate data collection and performance updates
- Liaise with Finance Business Partners and key stakeholders to consolidate and validate information for sustainability reporting
- Track key financial and non-financial sustainability metrics, providing insights and recommendations
- Assist in the preparation of business cases for sustainability-related initiatives
- Identify opportunities to improve financial processes, cost efficiency, and resource allocation in support of sustainability outcomes
- Collaborate with finance and non-finance stakeholders to build understanding and drive accountability
- Conduct scenario modelling and risk analysis to inform senior management and executive decision-making
- Support the development of financial literacy and sustainability awareness across the organisation through training and tools
- Manage key stakeholder relationships
- 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:

- Relevant tertiary qualification in commerce, business, finance, accounting or economics
- CPA or CA membership, currently undertaking these programs or relevant experience
- Demonstrated effective interpersonal, negotiation and communication skills
- Demonstrated advanced financial analysis and modelling skills, with the ability to interpret complex data and deliver actionable insights
- Proficiency in financial systems and reporting tools and advanced Microsoft Excel and PowerPoint skills
- Highly developed planning and coordination skills, with the ability to manage cross-functional processes
- Highly developed written and interpersonal skills and demonstrated ability to communicate effectively to senior management and executive audiences
- Demonstrated ability to exercise sound judgment, discretion, and maintain confidentiality when handling sensitive financial and organisational information



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- Commitment to continuous improvement and innovation

Desirable but not essential:

- Proficiency in data analysis and visualisation tools, particularly Power Query and Power BI

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



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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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