

Position Description

Senior Financial Analyst

Classification:	EX06
Business unit/department:	Finance Department
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☒
Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Employment type:	Full-Time
Hours per week:	38
Reports to:	Manager, Financial Planning and Analysis
Direct reports:	0
Financial management:	Budget: 0
Date:	August 2026

We 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. We acknowledge the deep and enduring connection that First Nations Peoples have to this land, and we honour their strength, resilience, and leadership. We are committed to creating a culturally safe and supportive workplace where Aboriginal and Torres Strait Islander voices are heard, valued, and empowered.

Position purpose

Provide expert financial analysis, reporting and planning support to drive informed decision-making and strong financial stewardship across the organization. The role is responsible for delivery of robust month-end reporting, budgeting and forecasting processes, whilst acting as a deputy to the Manager, Financial Planning & Analysis.

The position plays a pivotal role in advancing the Finance function's digital transformation and continuous improvement agenda, supporting the implementation and optimization of financial systems, reporting tools and analytical capabilities. Through innovation, process improvement and change leadership, the role helps enhance the quality, accessibility and impact of financial information across Austin Health.

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, Patient Billing and Sundry Debtors, Private Practice administration, Cash Management and Investments. The total revenue of the hospital is approximately \$1.7 Billion per annum.

Position responsibilities

Corporate support role:

- Support the Manager, Financial Planning & Analysis in driving the continuous improvement of organisational processes, procedures, systems, reporting and planning capabilities.
- Act as the second-in-charge (2IC) to the Manager, Financial Planning & Analysis, providing leadership, guidance and support to the FP&A function and acting on behalf of the Manager as required.
- Lead the design, development, enhancement and maintenance of Power BI reporting solutions, dashboards and self-service analytics to support organisational decision-making.
- Develop, maintain and optimise Power BI datasets, data models and reporting frameworks, ensuring data integrity, governance and alignment with organisational reporting requirements.
- Identify opportunities to automate reporting and planning processes through the effective use of business intelligence, data visualisation and financial systems.
- Perform expenditure group analysis and FTE analysis of monthly and year-to-date results against budget and forecast.
- Standardisation and continuous improvement of reporting, budgeting, forecasting and costing templates.
- Preparation and maintenance of month-end and management reporting packs.
- Lead the annual budget and forecast rollover processes, including configuration, testing and maintenance of planning systems, reporting hierarchies, cost centre structures and databases.
- Ensure appropriate internal controls, governance and oversight of financial information, systems and resources.
- Support a small operational portfolio, providing exposure to finance business partnering and stakeholder engagement.
- Support development of long-term financial planning models, including the organisational five-year financial plan.
- Actively participate in the implementation, enhancement and ongoing administration of Oracle Enterprise Performance Management (EPM), supporting best-practice budgeting, forecasting and financial planning processes across the organisation.

Support of Finance Business Partner team:

- Coordinate end-to-end budget process, including:
 - Preparation 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
 - Co-ordinate development and maintenance of budget models, planning systems and databases
- Coordinate the month end reporting processes ensuring accuracy of results and compliance with internal policies and external accounting standards. Proactively follow-up issues with Finance Business Partner and Financial Accounting teams.
- Support regular forecasting based on trend analysis informed by an independent, organisational view.



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- Lead the development of costing tools and provide relevant analytical support to the Finance Business Partner team
- Identify opportunities and deliver ad hoc analysis as required to better understand operational issues, supporting the link between finance and operational functions.
- Partner with Finance Business Partners and operational leaders to develop meaningful financial and operational performance dashboards through Power BI and other reporting platforms.
- Provide expert support and training to Finance Business Partners and stakeholders in the use of budgeting, forecasting and reporting systems, including Oracle EPM and Power BI.
- Support FBPs to undertake financial analysis of operational strategies to ensure efficient utilisation of resources, identifying opportunities to improve financial results.

Selection criteria

Essential skills and experience:

- Qualified accountant (CA/CPA or equivalent)
- Relevant tertiary qualifications in commerce, business, accounting, economics, law, administration, finance or a similar area.
- Demonstrated experience in developing, maintaining and enhancing Power BI reports, dashboards and self-service reporting solutions.
- Strong capability in Power BI data modelling, including development and maintenance of datasets, semantic models, data transformations and reporting frameworks.
- Advanced Microsoft Excel skills including experience in using Power Query, Power Pivot, DAX formulas and cube functions to develop robust reporting and analytical solutions.
- 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.
- Highly developed skills in providing budget advice and financial management support, with a strong customer service focus and commitment to stakeholder outcomes.
- Demonstrated experience in financial analysis and budget services.
- Ability to quickly develop a thorough knowledge of Government Reporting Regulations, Department of Health 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

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 using MagiQ, Oracle Fusion and Oracle EPM.

Quality, safety and risk – all roles

All Austin Health employees are required to:



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- 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 creating a culturally safe, inclusive and anti-racist environment for all staff, patients, consumers, carers and communities. We recognise that racism, discrimination and exclusion negatively impact health and wellbeing, and acknowledge the unique and ongoing effects of colonisation, dispossession and systemic inequities experienced by Aboriginal and Torres Strait Islander Peoples. We are committed to embedding cultural safety and inclusion across all levels of our health service, actively identifying and eliminating racism in all its forms, and equipping our people with the knowledge, skills and confidence to challenge racism, foster respect, and create a safer and more equitable experience for everyone.

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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