

Position Description

Position Title	Finance and Procurement Manager
Reports To	Executive Director – Corporate Services
Business Unit	Corporate Services

About EMPHN

With our partners, we will facilitate health system improvement for people in eastern and north eastern Melbourne. In doing this, our five key strategic priorities are:

1. **Addressing health gaps and inequalities**
2. **Enhancing primary care**
3. **Leveraging digital health, data and technology**
4. **Working in partnership to enable an integrated service system**
5. **A high performing organisation**

Our organisational values underpin the work we do.



Purpose of Position

The Finance and Procurement Manager reports to the Executive Director - Corporate Services and manages the Finance, Facilities, Procurement and Reception function across EMPHN. The incumbent will provide leadership in and management of Financial Management and Planning and will ensure the provision of accurate and timely Financial and Procurement related advice to the organisation. The Finance and Procurement Manager will manage and support the teams to ensure all employees, managers and relevant stakeholders are provided with and have access to relevant financial and procurement information to support strong financial and procurement frameworks and governance and decision making across the organisation. The incumbent will drive innovation and lead the continuous improvement process to review and improve EMPHN processes, policies and systems to improve financial and procurement effectiveness.

Key Relationships and Stakeholders

Internal

- ELT and Board of Directors
- Finance and Procurement Team
- Leaders across the organisation
- EMPHN employees and contractors

External

- ATO and relevant Financial Organisations
- Government Departments
- Regulatory Bodies
- Consultants and Auditors

Key Accountabilities

Functional Management

- Ensure the Unit's services are delivered in an efficient and effective manner to support the achievement of EMPHM's strategic direction and operational imperatives, including Procurement, Finance, Reception, Facilities and Maintenance.
- Manage financial outcomes of the Unit ensuring the operating budget and financial objectives are met per the business planning and budgetary process.
- Engage with the ELT and Board on the Unit's deliverables as required by the Executive Director.
- Coordinate the organisation's risk management processes related to procurement, finance and facilities processes.
- Ensure the development and delivery of accurate Board reporting for month/year end and financial review process.
- Ensure accurate AGM reporting is delivered in full and on time for the Executive Director, ELT and Board.

Position Description

Financial Operations, Planning and Budgeting

- Effective management of accounting, budgeting and financial planning reporting systems ensuring EMPHN's viability.
- Effective project management of long-term financial model.
- Ensure strategic planning of financials is maintained on an annual basis.
- Effective cash flow management across EMPHN and ensure accurate recommendations presented to the ELT.
- Ensure all Board and Committee preparatory work relating to financial planning is delivered as required.
- Oversee and ensure appropriate audit preparation and recommendations delivery.
- Effectively manage the control framework for the organisation.
- Ensure accurate preparation of the annual budget is delivered in full and on time.
- Ensure quarterly budget planning and forecast process, along with regular reporting is maintained and delivered.
- Effectively review the actual vs budget forecast as required by the Executive Director.
- Engage with the ELT and Board on the budgeting process as required by the Executive Director.
- Develop, implement and review financial administration procedures for continued improvement.
- Ensure payroll and bank reconciliation approvals are delivered as required through the Finance team.
- Manage the monthly BAS is effectively ensuring review and approval on a monthly basis.
- Manage the master track changes process across the organisation.
- Ensure the FBT return for the organisation is delivered and approved on time and with full accuracy.
- Effectively manage the review process for both State and Federal government revenue.
- Ensure financial authorisation and controls are in place and effectively operating across the organisation.

Procurement Management

- Ensure the end to end Procurement cycle is effectively delivered and in line with strategic planning process.
- Ensure Procurement outcomes are delivered in an efficient and effective manner to deliver on organisational imperatives.
- Effectively drive the team to deliver on Procurement deliverables including tendering requirements, specifications and drafting, supplier management, data provision, contract status and activity progress reporting, planning, contract issuing and execution.
- Effectively manage operational and resource requirements required for whole of organisation deliverables.
- Oversee the procurement planning cycle and ensure deliverables are met including the development of the procurement schedule, operational planning and in line with strategic planning outcomes.
- Effectively business partner with stakeholders ensuring end to end procurement is delivered in full and on time.
- Deliver on improvement projects in the area of Procurement as identified through business partnering and planning.

Facilities Management

- Ensure the facility is effectively managed, including leasing, office space and fit out requirements
- Ensure compliance with relevant legislation and codes including safety and environmental related.
- Effectively manage operational and resource requirements relating to facilities including maintenance, reception and administration support required for whole of organisation/site wide activities and deliverables.

Audit, Compliance and Continuous Improvement

- Deliver on strategies and improvement projects to maximise quality and efficiency and ensure outcomes are aligned to the operational and strategic direction of the organisation.
- Ensure the audited financial provider statement is reviewed with accuracy and all is in order.
- Ensure the implementation of the audit recommendations are put into place across the Finance Unit.
- Manage compliance with legislative, regulatory and funding body requirements relating to the Finance function.
- Align to the risk, governance, economic, legal and institutional trends and events that affect EMPHN.
- Identify opportunities for innovation and continuous improvement in Finance to strengthen EMPHN's delivery.
- Ensure policies, procedures and systems are in place for the Unit and they are regularly reviewed.
- Drive the team to engage and integrate all activity and project deliverables to align with organisational objectives.
- Identify opportunities for innovation and continuous improvement to strengthen EMPHN's position and delivery of outcomes.

Position Description

Organisational and Team Leadership

- Ensure effective leadership of procurement, finance, payroll, facilities, maintenance and reception functions/teams.
- Model a proactive, practical and positive approach to health, safety, wellbeing and environment.
- Ensure EMPHN's work and services embrace safety, equity, diversity and inclusion.
- Enhance EMPHN's culture through modelling standards of behaviour consistent with EMPHN's values and enable a culture of high performance.
- Effectively manage and lead the team whilst developing, empowering and continuously improving the Finance team including evaluating individual performance, professional development and knowledge management.
- Provide direction and guidance on delivering the business priorities and organisational and operational goals in an innovative manner.
- Ensure the team engages and partners with people in a highly effective, customer focused and responsive manner.
- Ensure regular opportunities for team building, communication and professional development activities for the team.
- Manage financial outcomes of the activities and programs ensuring operating budget and financial objectives are met.
- Ensure that activities and programs have appropriate governance structures ensuring risks are identified and managed in accordance with EMPHN policies and procedures.

Stakeholder Engagement & Relationship Management

- Provide advice and support to the Executive Director, ELT and Leaders on areas of functional responsibility.
- Engage relevant managers on financial and procurement issues relating to their Units.
- Ensure engagement across EMPHN as a subject matter expert and senior leader across EMPHN.
- Lead meetings with ELT and other relevant managers to review financial, forecast and procurement meetings.
- Attend ELT and Board and Committee meetings and collaborate on relevant information as required.
- Ensure effective and strong relationships with internal stakeholders and auditors, partner organisations, funding bodies, government and non-government agencies and other relevant organisations/stakeholders in a manner consistent with EMPHN values to meet EMPHN strategic goals.
- Promote a positive image the organisation and actively promote and positively contribute to the identity and reputation of EMPHN.

Qualifications

- Tertiary qualification in commerce, finance, business or related discipline is mandatory.
- CA/CPA qualification is essential.

Knowledge, Skills and Experience

- 10+ years experience in managing a finance and procurement departments in a government funded organisation.
- High-level financial management skills and interpretation of detailed financial projections, reports and analysis.
- Ability to develop, influence and lead strategy in a collaborative manner supporting large transformation.
- Demonstrated experience in leading and mentoring teams to improve performance, innovation and efficiency.
- Ability to build and maintain strong collaborative business relationships for the benefit of the organisation.
- Capability and experience in leading and implementing change management.
- Demonstrated capability in planning, implementing and evaluating to meet organisational outcomes.
- Strong conceptual, analytical and problem solving skills.
- Strong verbal and written communication skills with the ability to express clearly and effectively.
- Ability to be agile and flexible in approach to work with a continuous improvement mindset.