

## Position Description

<b>Position Title</b>	<b>Finance and Risk Manager</b>
<b>Reports To</b>	Chief Operating Officer
<b>Business Unit</b>	Operations
<b>EMPHN Classification</b>	Band 5, Full Time

### 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

- Oversee the provision of timely and accurate financial information and ensure compliance with all financial and accounting rules and regulations.
- Oversee risk management for the organisation
- Provide robust and timely financial advice and guidance on all financial and risk matters to key stakeholders.
- Responsible for all financial and risk management functions and processes across the company.
- Ensuring Board, Committees, Executive and Managers have the financial and risk information required to make to make informed and timely decisions.
- Lead the finance and risk team in a way which provides direct reports with accountability for their responsibilities and encourages best practice.

### Key Relationships and Stakeholders

#### Internal

- Executive Leadership Team
- Board of Directors
- Finance and Risk Team
- Strategy and Commissioning Managers
- EMPHN Leaders and Employees

#### External

- DoHAC
- ATO and relevant Financial Organisations
- Government Departments
- Regulatory Bodies
- Auditors, Service Providers and Contractors

### Key Accountabilities

#### Financial Systems Policies and Processes

- Responsible business owner of all financial systems - this includes Access Financials, Attache payroll and any other financial systems, ensuring they provide the business with accurate and timely financial information.
- Ensure the financial structure is aligned with the company agreed governance, operating and accountability framework.
- Ensure the organisation's leaders and employees are well trained and educated in the financial structure and risk function and ensure business partnership with all business units to enable ongoing and sustainable practices are maintained.

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- Ensure policies, procedures, systems, and controls are in place for the finance and risk function regularly reviewed.
- Identify and 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.

### Financial Reporting and Budgeting

- Drive management and financial reporting to support the business in decision making.
- In collaboration with the COO, set the agreed budgeting reporting regime and timetable as part of the annual cycle.
- Manage the Financial reporting across the company based upon the agreed reporting regime and timetable.
- Produce Monthly financial reporting for Portfolio and Workstream Managers, Leaders, Executive Leadership Team, FAVC and the Board of to the appropriate accountability level.
- Manage the Budgeting process based on the agreed timetable and ensure all ELT, Board and Committee papers relating to budgeting is delivered as required.
- Attend Executive Team, Board and Committee meetings to present financial reports and budgets.

### Compliance and Audit

- Ensure all financial related activities and records are maintained, up to date and are in accordance with statutory reporting requirements, organisational policies and applicable accounting Standards and Australian Securities & Investment Commission legislation.
- Ensure all employee related statutory obligations and payments are made, i.e. PAYG, Work cover, FBT, Superannuation.
- Oversee and ensure appropriate external audit preparation and outcomes.
- Ensure the audited financial provider statement is reviewed with accuracy and all is to meet requirements.
- Ensure the implementation of the audit recommendations are put into place across the Finance Unit.
- Responsible for investment policy; source and uses of funds, safeguarding assets by reduction of financial risks.

### Risk Management

- Manage the organisation's risk management framework and foster cultural and functional alignment in relation to risk.
- Oversee the process of the annual risk-based internal audit plan, detailing key strategic and operational risks within each Business Unit.
- Develop and implement a business continuity roadmap with integrated outcomes such as emergency management and technology solutions.
- Support internal teams to identify and manage risk across the organization.
- Lead risk identification and management during structural or core process changes.
- Report on risk to the ELT, Board and relevant committees.
- Manage insurance, providers and details included therein, including the annual renewal process.
- Work with external lawyers/investigators/IT specialists to address manifested risk potential across the organisation.

### Leadership and Stakeholder Management

- Ensure effective leadership of finance and risk team including support to develop appropriate goals, undertaking performance reviews, and supporting professional development of each team member.
- Communicate key company messages and strategic intent to the team in a timely and effective manner.
- Actively participate in committees and working groups across the organisation.
- 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.
- Model a proactive, practical, and positive approach to health, safety, wellbeing and environment.
- Enhance EMPHN's culture through modelling standards of behaviour consistent with EMPHN's values and enable a culture of high performance.
- Promote a positive image the organisation and actively promote and positively contribute to the identity and reputation of EMPHN.

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## 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 both finance and risk functions.
- High-level financial management skills and interpretation of detailed financial projections, reports and analysis.
- Experience in risk management across a multidisciplinary organisation.
- 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, efficiency and culture.
- 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.

## Approval and Review

<b>Approved by</b>	Dinah Rowe-Roberts, Chief Operating Officer	<b>Date:</b>	25 March 2024
<b>Signature</b>			
<b>Next Review Date</b>	March 2025		