

# Chief Finance Officer

## Role Description

<b>Reference</b>		<b>Position ID</b>	30491180
<b>Employment status</b>	Contract (Full-time)	<b>Classification</b>	HES 3 (L)
<b>Location</b>	Townsville Hospital	<b>Unit / Branch</b>	Office of the HSCE
<b>Budget</b>	\$1.5 Billion	<b>Direct / Indirect Reports</b>	5 / 93 FTE
<b>Reports to</b>	Health Service Chief Executive (HSCE)		

## Purpose

The Chief Finance Officer (CFO) provides strategic advice, direction, and leadership with respect to the current and future financial position of the THHS. The CFO leads the financial management function of the THHS to facilitate timely and responsive business support to enhance the ability of the THHS to optimise quality and sustainable health care outcomes and achieve performance targets and standards established in the THHS service agreement.

The position is also responsible for the development and administration of annual budgets, fiscal analysis and planning, financial reporting, and plays a leading role in major capital planning and development.

The CFO is expected to demonstrate strong, visible leadership to embed effective financial governance and a strong culture of fiscal accountability and responsibility within the THHS.

## Key result areas, objectives and responsibilities

Key result area	Objective	Role responsibility
<b>Strategy Development and Implementation</b>	Implements THHS vision and strategy through optimised financial management, ensuring alignment with THHS plans, community and stakeholder needs and QLD Health priorities.	<ul style="list-style-type: none"> <li>Works collaboratively with the Executive members to lead and guide strategies and actions that enable achievement of the THHS mission and its broader strategic objectives.</li> <li>Leads the development of financial performance plans, options and endorsed strategies to enable achievement of the THHS Strategic Plan, clinical plans and THHS Service Agreement targets.</li> <li>Provides expert strategic direction and advice to the Board, HSCE and the Executive on current and emerging financial management and performance issues.</li> </ul>
<b>Financial Performance and Compliance</b>	Leads delivery of patient-centred and effective and efficient financial management across the THHS to ensure optimised outcomes for patients, the community, and key stakeholders.	<ul style="list-style-type: none"> <li>Provides advice concerning the financial implications of, and financial risks to the THHS's current and projected services.</li> <li>Provides strategic advice to the HSCE relating to financial management, service agreements, procurement and other performance related matters.</li> <li>Ensures the THHS meets all statutory obligations in relation to financial management, governance, transactions, accounting, and reporting. This includes the development and implementation of all relevant systems, policies, processes and practices.</li> <li>Provides timely and high quality strategic financial analysis, advice and reports to the Board and the Executive to enable the achievement of strategic and business objectives.</li> <li>Ensures the integrity, credibility, completeness and timeliness of all THHS financial and management information, records and reporting.</li> <li>Maintains financial performance measurement frameworks and processes to enable effective monitoring of THHS performance against agreed key performance indicators and targets.</li> </ul>

Key result area	Objective	Role responsibility
		<ul style="list-style-type: none"> <li>▪ Identifies, evaluates, and reports on financial, information management, procurement and performance, risks and opportunities arising in the external environment including assessment of their implications for the THHS.</li> <li>▪ Ensures the integrity of THHS financial and management accounting records and reports including the preparation and certification of the THHS annual financial statements.</li> <li>▪ Leads financial resource management including the establishment, maintenance and review of financial internal controls.</li> <li>▪ Ensures that service standards, safety and quality are maintained through adherence to defined service quality standards and relevant work health and safety policies, procedures and work practices.</li> <li>▪ Leads the implementation of system enhancements that supports and facilitates effective performance monitoring and management of the THHS finances within an activity based funding environment.</li> <li>▪ Acts as the leading authority in relation to funding/budgetary, financial management and accounting issues.</li> </ul>
<b>Organisational Effectiveness</b>	Leads financial management and resource efficiency and effectiveness to achieve THHS goals.	<ul style="list-style-type: none"> <li>▪ Supports the HSCE to achieve sustainable financial performance, building resource capability for current and future investment in THHS and Board priorities.</li> <li>▪ Maintains currency with the current and future state of commonwealth and state health funding models, identifying potential risks and opportunities to the THHS.</li> <li>▪ Leads implementation and refinement of procurement processes and reporting frameworks.</li> <li>▪ Provides credible and appropriate management accounting information reporting to facilitate and support funding negotiations and other contract negotiations both with the Department of Health and others.</li> <li>▪ Develops, implements, and refines internal revenue allocation, budget processes and reporting frameworks.</li> <li>▪ Provides evidence based strategic advice in relation to clinical and financial data required for annual service agreement negotiations with the Department of Health.</li> <li>▪ Makes a key contribution to the development and implementation of integrated strategic, organisational service and operational plans.</li> <li>▪ Promotes the development and continued improvement around financial improvement strategies, financial analysis and reporting, processes, systems, and decision making.</li> </ul>
<b>Risk and Compliance Management</b>	Embeds effective risk, compliance and governance frameworks and processes across all operational service delivery areas under role scope.	<ul style="list-style-type: none"> <li>▪ Scans internal organisational and external environments, ensuring all significant financial risks to the THHS are identified and mitigated.</li> <li>▪ Maintains effective internal control systems; monitors compliance and embeds an effective assurance process that assesses the controls are in place to protect the THHS income streams and assets.</li> <li>▪ Ensures the effectiveness and efficiency of financial and procurement systems including policies, processes and practices which protect and/or mitigate the risk of fraud, theft and misappropriation.</li> <li>▪ Ensures risks, compliance and governance frameworks operate across the THHS and are linked to continuous improvements in health care service delivery.</li> </ul>

Key result area	Objective	Role responsibility
<b>Workforce</b>	Leads and drives effective financial management to support workforce planning and service delivery modelling; and drives a constructive, high performance and respectful workforce culture that reflects the THHS values.	<ul style="list-style-type: none"> <li>▪ Demonstrates and models THHS values and leadership qualities in all interactions with key stakeholders, partners, direct reports and the broader workforce to enhance culture.</li> <li>▪ Plans and builds an agile, responsive and resilient workforce within area of accountability and attracts, retains and recognises exceptional performance.</li> <li>▪ Leads the Finance portfolio by ensuring that it is effectively planned and managed; that required staff capability is developed to meet needs and that roles are effectively aligned to the operating business.</li> </ul>
<b>Relationships and Engagement</b>	Engages effectively with others as an executive leader and ensures that a focus on staff, consumer and stakeholder engagement is maintained across all operational service delivery areas internally and externally.	<ul style="list-style-type: none"> <li>▪ Effectively engages, liaises and negotiates with a range of internal and external stakeholders, including non-government organisations in the development, implementation and delivery of high quality health services.</li> <li>▪ Builds and maintains effective relationships with professional peers within other Health sector organisations, including the Queensland Health CFO network.</li> <li>▪ The Executive Team achieves outcomes by working with and through others, inspiring them to apply discretionary effort and to care for the quality of the work they do. As a member of the Executive, the CFO will need to maintain effective relationships across with key senior clinicians and management and with key external parties to achieve this.</li> <li>▪ As a leader, demonstrates flexibility and adaptability within the executive team, at times taking on organisation wide sponsorship of issues, projects and priorities that may sit outside the key accountabilities outlined.</li> </ul>
<p><b><i>Some roles within Queensland Health are designated as Vaccination Preventable Disease (VPD) risk roles. This is not a VPD risk role.</i></b></p>		

## Work health & safety accountability

Promotes and fosters a health and safety culture through the allocation of sufficient resources, the use of appropriate systems and work practices, and the integration of WHS principles into decision making.

In addition to the Work Health and Safety obligations as an employee, exercise the duties of an officer in accordance with Section 27 *Work Health and Safety Act 2011*. This requires due diligence and ensuring the health and safety of employees in the work place by; providing access to WH&S information, training and supervision; and support incident investigation, risk assessments and control measures.

## Required experience, knowledge, and skills

- Significant senior management and leadership experience in the strategic financial management of a large and complex organisation, including responsibility for financial and management accounting, revenue operations and the analysis and reporting of organisational performance.
- Successful record in delivering sustainable financial results, involving significant engagement within and external to the organisation to maximise revenue streams and ensure effective and efficient delivery of services.
- Broad experience with financial systems including policies, processes and practices; knowledge of contemporary relevant information technology practice including the digital hospital environment are highly desirable.
- Demonstrated high level ability to scan and assess external and internal influencers of service and financial performance, and success in projecting annual financial positions; management and projection of future cash flows relating to income, expenditure, and capital.
- High level skills and experience in the provision of strategic financial advice aligned to business objectives, including funding negotiations.
- Ability to analyse, evaluate and present business performance data to inform decision making at an Executive and Board level, and support governmental or significant corporate procurement processes, and risk management initiatives.
- Knowledge of and/or experience in the health service delivery environment with a clinical activity costing and performance management focus would be highly regarded.
- Experience of working effectively and collaboratively as a member of an executive leadership team and engagement with Boards, including reporting and presentation of complex business performance.

- Highly developed leadership skills including the ability to develop high-performing teams.
- Ability to operate effectively in a complex environment involving a wide range of competing priorities and stakeholders, with often very short timelines.
- Highly developed communication, interpersonal, and presentation skills with the proven ability to construct and deliver well-argued business cases; consult, negotiate, influence and develop effective relationships.

## Registration, qualifications, and other requirements

<b>Registration</b>	<ul style="list-style-type: none"> <li>▪ Appointment to this position requires proof of qualification and registration or membership (if applicable) with the appropriate registration authority or association.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Relevant appropriate tertiary qualification such as commerce, business or accounting and accreditation with a recognised professional accounting body.</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>▪ Licence to operate a 'C' class motor vehicle</li> <li>▪ Travel is a requirement of this position both within the HHS and throughout Queensland which may include travel by small aircraft</li> <li>▪ National Disability Insurance Scheme (NDIS) Worker Screening Check: As an Executive Officer, you must hold a current disability check (Yellow Card or Yellow Card Exemption) or an NDIS worker screening check, in accordance with Part 5 of the <i>Disability Services Act 2006 (Qld)</i> prior to being appointed to this position</li> <li>▪ Blue Card Checks: As an Executive Officer of an organisation that delivers child-related services, applicants are advised that the <i>Commission for Children and Young People and Child Guardian Act 2000</i> requires Queensland Health to seek a 'working with children check' from the Commission for Children and Young People and Child Guardian prior to appointment to this position</li> </ul>

## THHS Leadership Competencies

Townsville Hospital and Health Service use the Queensland Government's [Leadership competencies for Queensland](#) which are the core competencies for all Townsville Hospital and Health Service leaders.

**Our Vision:** World-class healthcare for northern Queensland

**Our Purpose:** Great care every day

**Our Values:**



**Integrity**



**Compassion**



**Accountability**



**Respect**



**Engagement**

## THHS Values in Action

Townsville Hospital and Health Service is committed to its five values which are the core of all positions and articulate behaviours that are required when working within Townsville Hospital and Health Service. Our values provide the framework to focus our individual behaviours and performance outcomes.

## Leadership Level: Leader of Health Service

Values	Description	Values in Action
 <p><b>Integrity</b></p>	<ul style="list-style-type: none"> <li>• Decision making</li> <li>• Safety</li> <li>• Performance</li> </ul>	<ul style="list-style-type: none"> <li>• I make transparent, collaborative, timely, consistent, evidence-based decisions that consider the current and future needs of the community and the health service.</li> <li>• I set and manage effective clinical and corporate governance across the health service.</li> <li>• I monitor and deliver on KPIs in line with the Service Agreement and the THHS strategy.</li> <li>• I ensure the health service has policies and systems to meet legislative workforce requirements.</li> <li>• I integrate/balance what's best for patients and the community and what's best for our people.</li> </ul>
 <p><b>Compassion</b></p>	<ul style="list-style-type: none"> <li>• Person-centered care</li> <li>• Inclusion</li> <li>• Support and empathy</li> </ul>	<ul style="list-style-type: none"> <li>• I develop the capacity, capability, and culture of the organisation to lead person-centered health services for North Queensland</li> <li>• I build North Queensland, statewide and international networks to improve the quality and equity of healthcare.</li> <li>• I build a workforce that reflects the diverse community we serve.</li> <li>• I acknowledge the expertise of our workforce and seek and incorporate their advice.</li> <li>• I create a great place to work where people feel safe, well, and are comfortable to be themselves.</li> <li>• I foster an environment where THHS values are lived, and I role model the values in my day-to-day actions.</li> </ul>
 <p><b>Accountability</b></p>	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Improvement and innovation</li> <li>• Learning</li> </ul>	<ul style="list-style-type: none"> <li>• I develop the THHS strategy in partnership with the Board and Executive Team</li> <li>• I empower and support innovation to deliver better outcomes.</li> <li>• I develop, support and resource an interdisciplinary research and implementation of evidence into practice.</li> <li>• I empower the health service to deliver sustainable financial management that maximises value-based care.</li> <li>• I take accountability with stakeholders across the health service to understand and manage/resolve complex challenges, and plan and respond to natural disasters.</li> <li>• I champion a culture of education, learning, innovation, and research to support continual service improvement.</li> <li>• I ensure the development of a sustainable, culturally appropriate workforce and effective succession planning.</li> </ul>
 <p><b>Respect</b></p>	<ul style="list-style-type: none"> <li>• Relationships</li> <li>• Communication</li> <li>• Recognition and valuing others</li> </ul>	<ul style="list-style-type: none"> <li>• I build strong relationships with my team and empower them to deliver.</li> <li>• I foster the trust and credibility of THHS in our whole community.</li> <li>• I communicate in ways that reach across the health service, including the 'why' behind decisions and significant changes in the health service.</li> <li>• I enable partnerships with primary health services (GPs, residential aged care facilities) to provide integrated and targeted health services to the community.</li> <li>• I recognise and value our people's contribution to our community.</li> </ul>
 <p><b>Engagement</b></p>	<ul style="list-style-type: none"> <li>• Patient and community engagement</li> <li>• Collaboration and partnerships</li> <li>• Change</li> </ul>	<ul style="list-style-type: none"> <li>• I advocate for our staff and patients in discussions and decisions.</li> <li>• I demonstrate visible leadership and make myself available to staff.</li> <li>• I understand and advocate for local health needs and seek opportunities to better meet the health needs of our community.</li> <li>• I partner with Aboriginal and Torres Strait Islander communities to co-design and deliver on a long-term strategy to achieve better health equity (i.e. RAP)</li> <li>• I collaborate and develop strong relationships with the Board, Health Minister, Director General, DoH, other HHSs, local Mayors, local MPs, universities, PHNs, hospital foundation, QAS, QPS, and the district and local disaster management group.</li> <li>• I involve and engage relevant stakeholders, patients and the community to design/change our services.</li> <li>• I empower our health service to manage change.</li> </ul>

# Organisational Chart



## Townsville Hospital and Health Service Chief Finance Officer Organisational Chart

