



Position Description

Position Identification			
Position Title:	Finance Analyst		
Direct Reports	Not Applicable	Indirect Reports:	Not Applicable
HRIS Position Number:		Effective Date:	January 2023
Location:	Chifley Drive, Preston		
Scope of Practice:	Not Applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification <small>*For HR use only</small>	Merri Health Enterprise Agreement 2021 Managers and Administration Officer – Grade 4 (MAOG4)		
Organisational Context			
Divisional:	Healthy Communities		
Program:	Carer Gateway	Unit:	Statewide Management & Stakeholder Relations
Organisational Chart	<pre> graph TD SM[State Manager] --- FBPF[Finance Business Partner] FBPF --- FA[Finance Analyst] </pre>		
Position Summary			
<p>The Finance Analyst will be responsible for Carer Gateway’s financial and operational reporting providing insightful analysis to influence key business decisions, performance management and KPI delivery. Reporting to the Finance Business Partner, this role is crucial in shaping the program’s performance reporting and analytics and in driving the enhancement of data integrity and reporting capabilities across the Carer Gateway with a focus on consistency and accuracy.</p> <p>Service Description</p> <p>To increase support for carers, the Commonwealth government has engaged with stakeholders over several years to re-design services and as a result it has developed the Integrated Carer Support Service (ICSS) model which is designed to reduce carer stress, increase resilience, and help carers plan for the future. The system will be supported by national infrastructure and managed by the Australian Government with services including:</p> <ul style="list-style-type: none"> • the Carer Gateway website • phone counselling • online self-guided coaching • an online peer support community forum, and • online skills courses. 			



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Merri Health and its consortium partners (Alfred Health, Grampians Health Services, Barwon Health, Bendigo Health Care Group, Goulburn Valley Family Care Inc. and Uniting (Victorian and Tasmania) Ltd.) have been chosen by the Commonwealth to deliver the new Carer Gateway in Victoria.

At a regional level, the Carer Gateway will respond to the specific needs of their communities by providing:

- a centralised intake and registration process
- carer support planning
- in-person peer support
- in-person counselling
- carer directed packages
- emergency respite care, and
- in-person carer coaching

Position Accountabilities

Responsibilities

Reporting to the Finance Business Partner, the Finance Analyst will:

- Ensure the seven consortia partner performance reporting requirements are achieved accurately and in accordance with timetable requirements both periodic and ad-hoc;
- Conduct analysis of financial and operational reports to ensure Carer Gateway seven consortia partner performance adheres to funding model submitted to the Carer Gateway funding body;
- Provide financial and service models and scenarios to support the Carer Gateway's strategic decisions and contribute to the departmental recommendations;
- Provide high quality reporting and analysis to link financial results to performance outputs to inform Senior Management of key issues for attention and make recommendations;
- Responsible for reviewing monthly financial management reports and performance metrics and investigation of variances to ensure appropriate action is taken to meet financial and non-financial performance targets and KPIs;
- Prepare reports on service delivery and financial performance as part of the annual Activity Work Plan cycle submitted to the Carer Gateway funding body;
- Develop and oversee the CRM Carer Gateway Power BI dashboards with a view to enhancing its functionality and user relevance to improve quality outcomes for carers;
- Act as a subject matter expert in the creation and maintenance of CRM reporting dashboards;
- Undertake new initiatives and projects to enhance data integrity and reporting capabilities which ensure consistent quality of practices standards across the Carer Gateway consortia;
- Identify and implement continuous improvement of Carer Gateway's financial processes, procedures, systems, and reporting;
- Liaise with the finance teams from seven consortia partners to ensure that reporting consistency and requirements are achieved across the Carer Gateway and provide feedback for improvements;
- Develop and maintain positive relationships with suppliers, consortium partners, internal and other external key stakeholders;
- Actively contribute to the development, implementation and documentation of Carer Gateway's operational financial processes;
- Contribute to the preparation of the Carer Gateway financial budget, modelling, and financial acquittal.



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	<p>Other Duties</p> <ul style="list-style-type: none"> • Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends. • Undertake any reasonable additional tasks as directed by Merri Health. • Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations. • Provide ad-hoc projects and other duties as requested by the Finance Business Partner.
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks. <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none"> • Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions • Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes • Sound upper limb joints, with the ability to withstand repetitive upper limb activity • May be required to occasionally lift and carry items weighing up to 10kgs <p>Quality & Risk</p> <ul style="list-style-type: none"> • Be proactive in risk identification, notification and management. • Comply with Merri Health’s policies and procedures • Participate in quality improvement activities and engage clients in these activities when relevant. <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the GLBTIQ community and those living with a disability to join our workforce.</i></p>
<p>Capabilities</p>	<p>All employees are expected to align their behaviours and utilise capabilities (or ‘soft skills’) in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health’s Capability Matrix.</p>
<p>Key Selection Criteria</p>	
<p>Essential</p>	<ul style="list-style-type: none"> • Qualification in Accounting, Finance, or other related fields • Demonstrated experience in data analysis, identifying and resolving data integrity issues to improve consistency and accuracy of data and reporting • Experience with Microsoft Power BI (dashboard creation and data source querying) with strong technical analytics and data skills • Advanced Microsoft Excel skills • Demonstrated finance reporting, modelling and operational metrics/KPIs experience • Strong analytical & problem-solving capability and aptitude • Strong capability to work collaboratively with internal and external stakeholders, fostering and maintaining relationships • Excellent organisational and multitasking skills with ability to manage workload in a busy environment and work independently • Experience working in a team-oriented collaborative environment



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	<ul style="list-style-type: none">• Exhibit a high level of accuracy and attention to detail• A commitment to continuous quality improvement to add value, improve and enhance processes and procedures
Desirable	<ul style="list-style-type: none">• CPA/CA qualification or part qualification;• Experience in the use of information technologies including an understanding of client information systems;• Experience working in a consortia model;• Experience within a community sector organisation;• Understanding of the role, needs and concerns of carers.
Checks, Licences and Registration	<ul style="list-style-type: none">• National Police Check• Working with Children Check• Immunisation Category C