



# Role description

## Gold Coast Health

### Role Details

<b>Job ad reference</b>	GC481551
<b>Role title</b>	Deputy Chief Finance Officer
<b>Status</b>	Contract
<b>Location</b>	Southport  Note that this position may be required to work throughout the Gold Coast Hospital and Health Service and that the positions primary work location may change based on operational requirements
<b>Division</b>	Financial Services  Gold Coast Hospital and Health Service
<b>Classification</b>	HES2 (High)
<b>Salary</b>	\$232,786 to \$251,813 per annum (total remuneration)

### Purpose of the Role

The Deputy Chief Finance Officer (DCFO) supports the Chief Finance Officer (CFO) in leading the financial management function for the Gold Coast Hospital and Health Service (GCHHS), providing oversight to ensure that financial performance targets and imperatives are met, and that financial stewardship and governance arrangements are in place.

The role reports to the Chief Finance Officer and oversees the following functions:

- Financial accounting services and governance
- Executive reporting, financial policy and compliance
- Financial system optimisation and training across the HHS.

The DCFO is a key position of trust and integrity within the Gold Coast Health management structure and requires the exercise of significant judgement and responsibility. The role holds significant financial delegations in accordance with the GCHHS Financial Delegations Schedule.

## Our Values

Gold Coast Hospital and Health Service is committed to its six guiding principles which are at the core of all positions and articulate the behaviours that are required when working within the Health Service:



Whilst we implement our strategic objectives to be recognised as a centre of excellence for world class health care, our [values](#) provide the framework to focus our individual behaviours and performance outcomes.

## Health Equity and Racism

Gold Coast Health is committed to improved health equity for Aboriginal and Torres Strait Islander peoples in our community as presented in our [Reconciliation Statement](#). It is expected that all Gold Coast Health staff as a valuable member of the Gold Coast Health workforce, contribute to the health equity agenda. Please visit our [website](#) for additional information.

## Organisational Alignment

Gold Coast Health has a Core Capability Framework (CCF) with five core capability groups; Personal Attributes; Building Relationships, Results Focused, Business Enablers, Leadership and People Management. Under each of the five capability groups, individual capabilities are identified which are essential to drive performance excellence across our workforce. Below outlines the five core role capabilities required to deliver against the key duties and accountabilities of this role, however, all capabilities listed within the framework remain essential in order to successfully perform at Gold Coast Health.

Capabilities are aligned to Leader Profiles; Leading Self, Leading Others, Leading Leaders and Leading Executives. The Leader Profile and Core Capabilities for this role are detailed below. Visit the [Core Capability Framework](#) (CCF) for further detail.

**Leader Level:** Leading Organisation

### Core Role Capabilities

<b>Personal Attributes</b>	Individual behaviours influenced by our values and ethical compass	Leading Organisation   Act with Integrity - Display personal commitment to the purpose and philosophy of Gold Coast Health and lead by example with ethical and professional behaviour
<b>Build Relationships</b>	Shape and maximise relationships with colleagues, patients and the community	Leading Organisation   Work Collaboratively - Orchestrate cross divisional and external cooperation and collaboration while developing creative partnerships to deliver strategies
<b>Results Focused</b>	Drive and influence successful organisational outcomes	Leading Organisation   Demonstrate Accountability - Promote a culture of accountability with clear line of sight and expectations to organisational goals, ensuring implications of issues on organisation priorities are addressed
<b>Business Enablers</b>	Boost effective service delivery and champion change management	Leading Organisation   Understand Financial Requirements - Advocate strategic management of financial and budgetary compliance and governance, defining direction in consideration of financial indicators and community needs
<b>Leadership and People Management</b>	Inspire, engage and build our workforce	Leading Organisation   Inspire and Lead with Purpose - Champion our vision and goals, driving strategies aligned to them and cultivating a culture of confidence in our future direction

## Key Duties and Accountabilities

- Fulfill the responsibilities of this role in accordance with Queensland Public Service and Gold Coast Hospital and Health Service (GCHHS) values.
- Comply with the [Code of Conduct for the Queensland Public Service](#) and all policies and procedures.
- Comply with the [National Safety and Quality Health Service Standards](#) and the [Gold Coast Health Clinical Governance Framework](#) in all areas of your practice.
- Follow policies, procedures and instructions relating to work health and safety that are relevant to the work being undertaken to ensure high quality and safe services in the workplace.
- Take reasonable care for your own health, safety and wellbeing and take reasonable care to ensure that your acts or omissions do not adversely affect the health, safety and wellbeing of others.
- Employees who are appointed to the GCHHS are accountable for information security, management and appropriate use, in accordance with legislation, standards, policies and procedures.
- Comply with reasonable instructions that are provided for the safety of you and others at the workplace.
- Ensure you acquire and maintain up to date knowledge of work health and safety matters, and comply with notices issued under relevant work health and safety legislation.
- Gain an in-depth understanding of the nature of the operations, hazards and risks associated with our business, ensuring appropriate resources and processes are allocated to enable identified hazards and associated risks to be eliminated or minimised.
- Consult with others on matters that may affect their health, safety or wellness and give workers the opportunity to express their views and consider them when making decisions on work health and safety. Ensure key performance indicator data is analysed regularly and the analysis used to continuously improve work health safety and wellbeing performance in the business.

## Financial/Business Management

- Provide expert strategic and financial advice to the Board, Board Committees, Health Service Chief Executive, CFO and GCHHS Executives:
  - to ensure compliance with the provisions of the Financial Accountability Act 2009, Financial Management Practice Manual and associated procedures.
  - to provide effective financial management of cash flow, control compliance and overall safeguarding of GCHHS land, property, clinical and other assets.
- Participate actively in strategic and operational planning matters for the HHS and provide oversight and involvement in developing and implementing annual business plans for GCHHS.
- Cultivate relationships and effectively engage and communicate with internal and external stakeholders in the development of policies, systems and processes.
- Liaise with other Queensland Hospital and Health Services in implementing financial compliance and controls.
- Develop and manage effective relationships with internal and external people and functions to support internal audit and other review processes.
- Manage audit and independent review recommendations, identified controls and efficiency risks through the implementation of solutions to address identified system or control weakness.
- Have clear visibility of risks and issues arising and ensure mitigating actions are in place.
- Represent GCHHS at Statewide Committees, taking carriage of GCH requirements and escalation of issues.
- Manage own professional development including succession planning, networking and accessing external information and updates to ensure contemporary knowledge and skills.

## Reporting

- Implement financial systems, process reviews and assessments to:
  - ensure the CFO can place confidence in the generation of the Chief Finance Officer assurance statement in support of the annual financial statements, and
  - ensure annual financial statements are completed within the legislated timeframes and comply with all relevant accounting standards and other regulatory requirements.
  - ensure compliance with financial policy, controls risk and efficiency.
- Provide a quality overview for the financial component of all monthly and annual reports that are the responsibility of the office of the CFO.

- Provide input for reporting to the GCH Board and Committees within agreed timeframes.
- Provide monthly and ad hoc finance reporting to the Board and Board Committees including quality analysis and advice.

### **Financial Accounting and Treasury**

- Manage all aspects of special purpose and trust accounting, including account establishment, preparation of relevant periodic statements, deposits and payments and reconciliation in accordance policies and procedures.
- Make strategic assessment and recommendations to the Trustees on the best user of Trustee assets.

### **Procurement**

- Mentor and coach the local team and interact with stakeholders to ensure the knowledge of developing, awarding and managing complex contracts and purchasing activity is passed on.
- Develop and maintain policies and procedures that support and govern GCH purchasing systems.
- Develop and facilitate organisational training on the use of purchasing systems.
- Work collaboratively with both Accounts Payable and Supply for full lifecycle management.
- Develop category strategies focused on optimal outcomes across category spends of goods and services.
- Develop procurement options and recommendations based on an understanding of the supply market and business needs.
- Demonstrate “best value for money spent” outcomes for complex contracts whilst maintaining good governance and consistency with GCH procurement policies.
- Support stakeholders during the procurement processes or with regard to acquisition methods, pricing, deliveries or product specification.

### **Workforce Leadership**

- Lead and develop direct reports, ensuring that the professional development needs of the staff are identified and met, staff are appraised on a regular basis and are properly supervised and coached and that work is appropriately allocated and completed in a timely manner.
- Provide leadership and be a role model to all members of the Financial Services team.
- Manage the teams’ resource allocation of space, people and finances within budgeted parameters.
- Develop and maintain effective team processes for communication, constructive debate, conflict resolution, identifying innovation opportunities and joint problem solving.
- Utilise expert financial knowledge and skills to assist staff working with complex issues.
- Cultivate a performance culture within the team using contemporary HR practices including the performance appraisal and continuous development of individuals and teams.

### **Compliance**

- Ensure all processes and functions are undertaken compliant with relevant legislation, accounting standards, policies, procedures and guidelines.
- Ensure appropriate and effective quality internal controls and processes are developed within the scope of the responsibility.

### **Continuous Improvement**

- Proactively review management systems, processes and standards and implement changes to improve service consistency, quality, business practices and ways of working.
- Lead financial and procurement system optimisation.

### **Mandatory Qualifications / Professional Registration / Other Requirements**

- It is a condition of employment for this role for the employee to be, and remain, vaccinated against COVID-19 ([Health Employment Directive No. 12/21](#) and [Queensland Health Human Resources Policy B70](#)). This includes receiving the prescribed subsequent dose/s of a COVID-19 vaccination (i.e. booster), as may be approved by the Australian Technical Advisory Group on Immunisation (ATAGI).
- Membership of a recognised Accounting professional body is mandatory.
- Appropriate management and leadership experience required, with health sector expertise highly regarded.

## How to Apply

Please submit the following for the panel to assess your suitability:

- Your **resume**, including a comprehensive employment history, the qualifications you hold and the contact details for at least two referees (Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years).
- A **cover letter** (no more than 2 pages) outlining your suitability for the role. In your response, please address the Core Role Capabilities listed under 'Organisational Alignment' using recent examples of your experience, aligned to the 'Key Duties and Accountabilities' for the role, listed above.

**Submit your application via [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)**

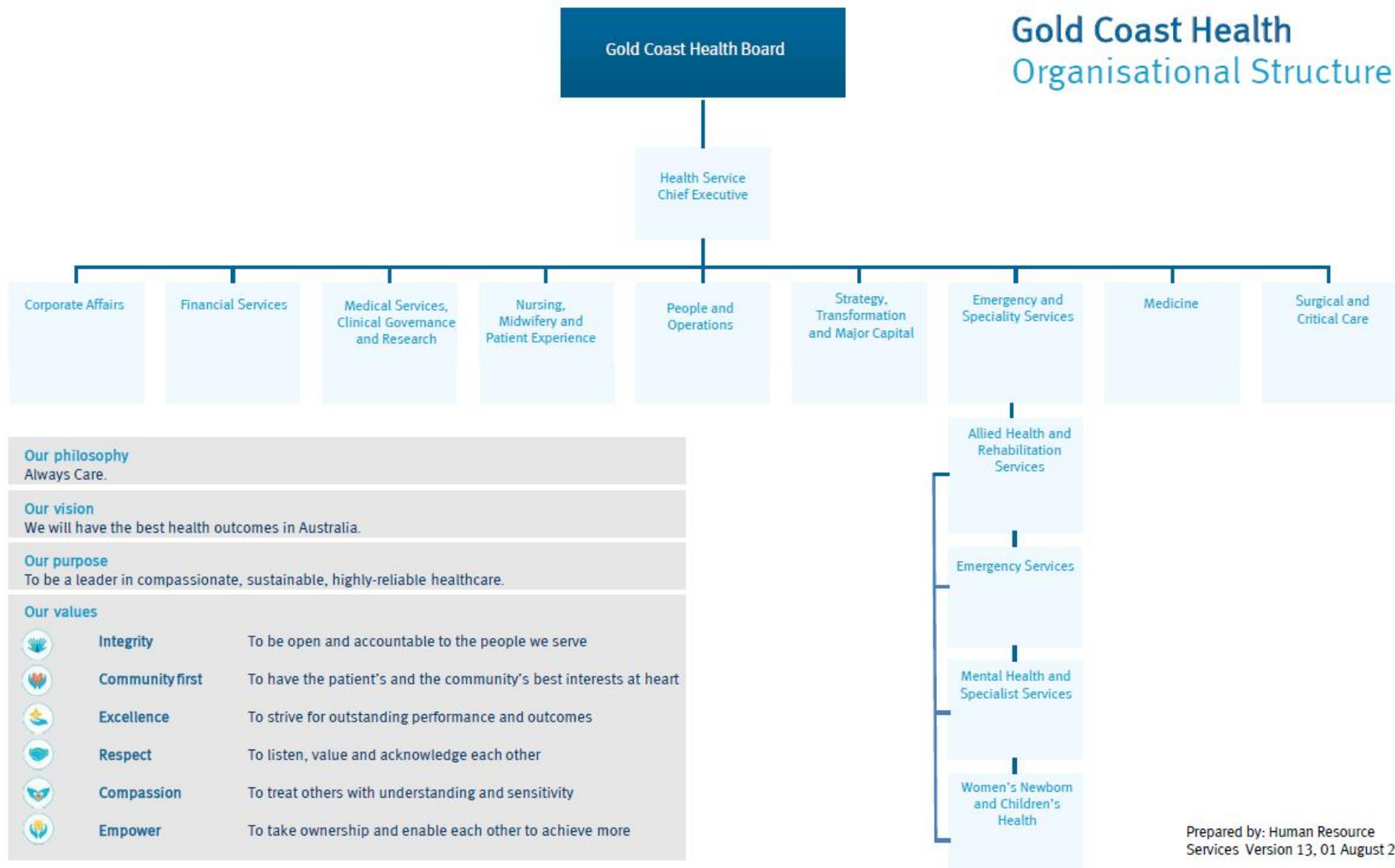
Only those persons eligible to work in Australia may be employed by Queensland Health. Prospective employees are required to provide proof of identity and documentary evidence of their [right to work in Australia](#).

Hand delivered applications will not be accepted.

Late applications cannot be submitted online. For a late application to be considered, please contact Senior Workforce Advisory Services via email [GCSeniorWorkforceServices@health.qld.gov.au](mailto:GCSeniorWorkforceServices@health.qld.gov.au).



# Gold Coast Health Organisational Structure



**Our philosophy**  
Always Care.

**Our vision**  
We will have the best health outcomes in Australia.

**Our purpose**  
To be a leader in compassionate, sustainable, highly-reliable healthcare.

**Our values**

-  **Integrity** To be open and accountable to the people we serve
-  **Community first** To have the patient's and the community's best interests at heart
-  **Excellence** To strive for outstanding performance and outcomes
-  **Respect** To listen, value and acknowledge each other
-  **Compassion** To treat others with understanding and sensitivity
-  **Empower** To take ownership and enable each other to achieve more

Prepared by: Human Resource Services  
Version 13, 01 August 2021