

# FINANCIAL SYSTEMS AND REPORTING OFFICER POSITION DESCRIPTION

## Position details

<b>JOB REFERENCE</b>	VN-706893
<b>POSITION TITLE</b>	Financial Systems and Reporting Officer
<b>CLASSIFICATION</b>	APS5
<b>POSITION LOCATION</b>	Canberra, ACT
<b>SALARY</b>	\$77,521 - \$83,835
<b>POSITION/S</b>	Multiple
<b>EMPLOYMENT STATUS</b>	Ongoing Full time (37.5 hours) or Part time
<b>SECURITY LEVEL</b>	Baseline
<b>AGENCY</b>	National Health Funding Body
<b>DIVISION</b>	Finance
<b>CONTACT OFFICER</b>	Belinda Hogarth-Boyd Phone: (02) 6289 9943 Email: nhfbhr@nhfb.gov.au
<b>CLOSING DATE</b>	Monday, 18 July 2022

## About the National Health Funding Body

The Administrator of the National Health Funding Pool (the Administrator) and the National Health Funding Body (NHFB) were established through the Council of Australian Governments National Health Reform Agreement (NHR Agreement) of August 2011.

The primary functions of the NHFB are to assist the Administrator in:

- Calculating and advising the Commonwealth Treasurer of the Commonwealth's contribution to public hospital funding in each State and Territory (over \$24 billion in 2021-22)
- Reconciling estimated and actual public hospital services, and adjusting Commonwealth payments (over 39 million records each year)
- Undertaking funding integrity analysis to identify public hospital services that potentially received funding through other Commonwealth programs (over 595 million records)
- Monitoring payments of Commonwealth, State and Territory public hospital funding into the National Health Funding Pool (the Pool)
- Making payments from the Pool to each Local Hospital Network (LHN)
- Reporting publicly on funding, payments and services
- Developing and providing three-year data plans to the Commonwealth, States and Territories.

## About the role

The National Health Funding Body (NHFB) has APS5 employment opportunities available for appropriately qualified Financial Systems experts. These roles support maintaining the integrity of the National Health Funding Pool Payments System and processing payments through the National Health Funding Pool. The team works with internal and external stakeholders to improve reporting of public hospital funding.

Under the guidance of the Assistant Director, Finance Section, the role of the Financial Systems Officer is to:

- Perform system administration and system support tasks
- Support the maintenance and governance of master data to ensure accurate reporting
- Provide support to system users in States and Territories, including assisting with user training
- Draft a variety of correspondence and corporate documentation
- Provide administrative and project management support for the Payments System
- Provide advice on technical and administrative matters to the NHFB executive as well as State and Territory users.

## About you

The National Health Funding Body is seeking people with diverse experience who are willing to explore innovative ways of working. People who work at the NHFB will display leadership at all levels and work collaboratively to achieve outcomes.

### Essential Requirements/Job Specific Capabilities

- Demonstrated knowledge of public sector departmental financial management frameworks and financial systems
- Relevant qualifications or experience in financial systems and management across the private or public sector
- You must be an Australian citizen to allow you to obtain a baseline security clearance

## Why NHFB?

The National Health Funding Body is a workplace committed to providing an environment that values diversity and supports staff to reach their full potential.

The NHFB values health and wellbeing of employees and offers a range of benefits to support staff including:

- Flexible work arrangements
- Positive workplace culture encouraging work-life balance
- Supportive and inclusive work environment.

In the 2021 Australian Public Service Employee Census the NHFB was ranked first from 101 agencies when it comes to both 'Engagement' and 'Innovation' and third for 'Wellbeing' including 100% of staff indicating they're proud to work in the agency.

## Additional Information

It is an expectation that all NHFB employees will perform their jobs professionally, respectfully and in accordance with the principles and practices of workplace diversity, workplace participation and in support of a safe working environment.

Additionally, NHFB employees are expected to be flexible in their approach to the workplace to assist wherever needed across the organisation.

## Selection Criteria

In the context of the primary job purpose for the role, you are to demonstrate that you have extensive relevant experience enabling you to:

1. Support senior leadership to improve processes, meet deadlines and achieve organisational goals.
2. Display strong numerical, critical analysis and problem solving skills and contribute to the assessment of organisational impacts, risks and benefits.
3. Develop productive working relationships and work collaboratively internally and externally to successfully deliver against tight deadlines.
4. Utilise highly developed written and verbal communication skills to communicate with internal and external stakeholders.

## How to Apply

Please supply a one page pitch, outlining your skills and experience relevant to the role on offer and selection criteria. Send your pitch, your current CV, and a completed Candidate Application Form to the following email: [nhfbhr@nhfb.gov.au](mailto:nhfbhr@nhfb.gov.au)

Please contact the NHFB HR Manager, Belinda Hogarth-Boyd, if you require further information on (02) 6289 9943.