



CHIEF FINANCIAL OFFICER POSITION DESCRIPTION

Position details

JOB REFERENCE	VN-0732151
POSITION TITLE	Chief Financial Officer
CLASSIFICATION	Executive Level Two (EL2)
POSITION LOCATION	Canberra, ACT
SALARY	\$131,052 - \$155,160
POSITION/S	One (20023133)
EMPLOYMENT STATUS	Ongoing Full time (37.5 hours) or Part time
SECURITY LEVEL	Negative Vetting Level 1
AGENCY	National Health Funding Body
DIVISION	Finance
CONTACT OFFICER	Beci IMBRIANO Phone: (02) 6289 1470 Email: nhfbhr@nhfb.gov.au
CLOSING DATE	27 November 2023

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 (\$26 billion in 2022-23)
- Reconciling estimated and actual public hospital services, and adjusting Commonwealth payments (over 38 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 (over \$64 billion in 2022-23)
- 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 NHFB has an Executive Level Two (EL2) employment opportunity available for an appropriately qualified Chief Financial Officer. This role undertakes a range of functions to improve the transparency of public hospital funding in Australia. The role of the Chief Financial Officer is to:

- Lead and manage a team to achieve best practice financial administration of the National Health Funding Pool
- Maintain the integrity of the National Health Funding Pool Payments System in accordance with the *National Health Reform Act 2011* (the Act), *National Health Reform Agreement* and *Addendum to the National Health Reform Agreement*
- Lead jurisdictional and cross-agency forums and manage stakeholder relationships
- Work with the ANAO and State and Territory Auditors-General to produce annual National Health Funding Body and National Health Funding Pool financial statements
- Provide strategic financial advice to the CEO and Administrator
- Work closely with the CEO to deliver outcomes and promote best practice and fit-for-purpose approaches consistent with the APS values and NHFB's United Leadership Behaviours.

About you

The NHFB is seeking people with diverse experiences that focus on 'how' things are done, not just 'what' is done. The successful candidate will display leadership at all levels and work collaboratively with the Commonwealth, States and Territories and Industry Partners to achieve outcomes.

Essential Requirements/Job Specific Capabilities

- Shape strategic thinking
- Achieve results
- Cultivate productive working relationships
- Exemplify personal drive and integrity
- Communicate with influence

Why NHFB?

The NHFB 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:

- Offering flexible work arrangements
- Fostering a positive workplace culture and encouraging work-life balance
- Providing a supportive and inclusive work environment.

In the 2023 Australian Public Service Employee Census, the NHFB was ranked first from 100 agencies when it came to 'SES Leadership' and second for 'Innovation' and 'Wellbeing'. Furthermore, 100% of staff expressed confidence that should they request flexible work arrangements, they would be given reasonable consideration.

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:

1. Experience in leading teams to deliver organisational outcomes.
2. Strategic thinking, initiative and problem solving skills.
3. Highly developed oral and written communication skills, including the ability to liaise and negotiate effectively.
4. Experience in establishing productive working relationships, exercising judgement and emotional intelligence.
5. Experience in financial management (relevant tertiary qualifications in finance, accounting or similar are desirable).

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 (no more than two pages), and a completed NHFB Candidate Application Form to the following email: nhfbhr@nhfb.gov.au

Please contact Beci Imbriano, if you require further information on (02) 6289 1470.