Assistant Director, Finance  
Position Description

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| Position details | |
| Job reference | VN - 0761713 |
| Position title | Assistant Director |
| Classification | Executive Level One (EL1) |
| Position location | Canberra, ACT |
| salary | $118,577- $135,239 p.a. |
| position/s | One |
| employment status | Ongoing  Full time (37.5 hours) or Part time |
| security level | Baseline |
| agency | National Health Funding Body |
| SeCTION | Finance |
| Contact officer | Ben Nicholls  Phone: (02) 5132 4891  Email: [ben.nicholls@nhfb.gov.au](mailto:ben.nicholls@nhfb.gov.au) |
| Closing date | 1 September 2025 |

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 Government’s 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 $30 billion in 2024-25)
* Reconciling estimated and actual public hospital services, and adjusting Commonwealth payments (over 43 million activities 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 $73 billion in 2024-25)
* 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 an Executive Level 1 (EL1) employment opportunity available for an appropriately qualified candidate to undertake a range of functions to help deliver transparent and efficient administration of Commonwealth, State and Territory funding for public hospitals in Australia.

Under the guidance of the Chief Finance Officer, the role of the Assistant Director is to:

* Undertake analysis of State and Territory compliance with Administrator policies ranging in complexity
* Lead the preparation of a range of reports prepared on behalf of the Administrator
* Undertake detailed analysis and report on National, State and Local Hospital Network funding trends and emerging issues
* Undertake detailed analysis and report on public hospital expenditure from a variety of information sources
* Work across the agency to identify inconsistencies and areas for improved reporting of public hospital funding
* Provide detailed technical, professional policy advice in relation to complex problems and assist in strategic planning and policy development
* Provide leadership to a small team including allocating work and identifying opportunities for on-the-job training
* Represent the NHFB in liaising with internal and external stakeholders; including with States and Territories and portfolio agencies, to improve consistency and transparency of public hospital funding
* Provide advice on technical and administrative matters to senior managers

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

* The ability to learn quickly and work autonomously to organise your own workload to achieve accurate and complete outcomes, using strong attention to detail skills
* Experience in finance, economics or analytics (highly desirable)
* 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
* Fostering a positive workplace culture and encouraging work-life balance
* Providing a supportive and inclusive work environment.

In the 2025 Australian Public Service Employee Census, from 107 APS agencies surveyed, the NHFB ranked fourth for ‘Wellbeing’, fifth for ‘SES Leadership’ and sixth for ‘Innovation’.

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. Experience in leading and managing teams to deliver organisational outcomes.

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 deadlines.

4. Utilise highly developed written and verbal communication skills to liaise and negotiate effectively at senior levels within the agency and external agencies.

How to Apply

Please supply a one-page pitch, outlining your skills and experience relevant to the role on offer and selection criteria.

To apply, send your pitch, your current CV (no more than three pages), and a completed [Candidate Application Form](https://www.publichospitalfunding.gov.au/sites/default/files/documents/2025-01/nhfb_candidate_application_form.pdf)to [nhfbhr@nhfb.gov.au](mailto:nhfbhr@nhfb.gov.au) by 1 September 2025.

For further information, please contact the Chief Finance Officer, Ben Nicholls,   
on (02) 5132 4891.

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