



LCM HEALTH CARE LIMITED
DIRECTOR OF FINANCE
JOB & PERSON SPECIFICATION
MARCH 2010



JOB SPECIFICATION

POSITION : DIRECTOR OF FINANCE

DEPARTMENT : CALVARY NORTH ADELAIDE HOSPITAL
/CALVARY CENTRAL DISTRICT HOSPITAL

REPORTS TO : CEO (CNAH)

Primary purpose and scope

LCM Health Care (LCMHC) is a national Catholic health and aged care provider with services in five States and Territories. Services include public and private hospital care, acute and sub-acute care, rehabilitation and retirement and aged care services, in both rural and metropolitan areas.

The position exists to provide financial advice and support to the Calvary North Adelaide Hospital (CNAH) and Calvary Central Districts Hospital (CCDH) Executive/Management Groups in the performance of their duties. The position is responsible for controlling the financial, accounting and administrative activities of CNAH / CCDH in line with both statutory and organisational requirements. The role also has responsibility for the State central functions of Accounts Payable and Payroll.

Reporting relationships and key interactions

The position reports to the CEO at CNAH and has a close working relationship with the CEO at CCDH. The position has key relationships with other Executive teams within Calvary Health Care Adelaide (CHCA), LCMHC National Director Private Hospitals and the Group Financial Controller and Finance Officers within LCMHC.

Internal

CEO CNAH and CEO CCDPH
Direct Reports (as below)
National Director Private Hospitals
Group FC
National Executive team members and Service Executives/Managers

External

Government Regulators
Auditors
Industry stakeholders

Direct reports

Financial Controller State Team
CNAH Assistant Accountant
CNAH Accounts Receivable Supervisor
CNAH Manager, Patient Services
Supply Services Manager, responsible for services to CNAH, CCDPH and Calvary College Grove Rehabilitation Hospital (CCGRH)



JOB SPECIFICATION

Accountabilities and key result areas

People and culture

- work in accordance with the philosophy, mission, vision and values of LCMHC and ensure that the values of hospitality, healing, stewardship and respect are reflected in undertaking the duties of the position;
- establishes KRAs and manages performance of staff in accordance with company policies and values;
- ensures financial and administrative staff are adequately trained and developed to meet the needs of the business;
- in consultation with the CEO educates staff on the financial and management reporting systems used within CNAH / CCDH and their implications for cost effective operational outcomes;
- promote ongoing education, benchmarking, measurement and timely reporting within CNAH / CCDH and State central functions of Accounts Payable and Payroll;
- ensure safe working conditions in all areas of responsibility.

Service performance

- provides quality services in accordance with the philosophy, the mission, vision and values of LCM Health Care;
- provides statutory and other financial reporting, statistical analysis and management reports for CEO and National Executives in a manner that enables efficient and effective financial, operational and quality management of CNAH / CCDH;
- responsible for the annual budget in collaboration with the CEO and prepares the monthly service budgets for review by National Director Private Hospitals and NCFO;
- oversees the collation of financial and accounting information and the preparation of budgets, reports and forecasts in line with reporting timeframes;
- monitors financial performance and manages debtors for CNAH / CCDH;
- monitor and control assets and liabilities;
- assists in both internal and external audit processes, develop and monitor any corrective action required;
- provide input into accounting policies and audit compliance to ensure the business of CNAH / CCDH is conducted in accordance with approved financial policies and procedures;
- protects the interests of CNAH / CCDH and LCM Health Care in respect to all legal and compliance matters;
- conforms with the national approach in the management and performance of LCM Health Care.

Service development

- provides policy and operational advice to the CEO and executive/management team;
- assist the CEO in developing financial proposals and reviews the integrity of financial proposals for operational projects provided by executives/managers;
- provides and interprets financial information for CEO;



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Service development (Cont)

- assists CEO with the development of growth strategies, marketing proposals and development of Local Service Plan;
- continuously monitors activity to ensure the most effective use of resources by CNAH / CCDH;
- participate in contract negotiations and review.

Relationship management

- provides leadership, encourages teamwork and fosters good communication with executives, staff, residents and external stakeholders;
- represents CNAH / CCDH in forums, including marketing programs, staff development programs etc;
- promotes in appropriate ways the good image of CNAH / CCDH through involvement with appropriate external organisations, and the development of good external relationships.



PERSON SPECIFICATION

Qualifications and experience

- experience in a senior financial role preferably with private hospital sector exposure;
- accounting qualification in the form of a degree in Economics or Commerce is essential;
- membership of either the Institute of Chartered Accountants (ACA Level) or the Australian Society of Certified Practising Accountants (CPA Level) is desirable;
- an up-to-date knowledge of business management practice;
- a sound understanding of accounting standards and practices;
- sound analytical skills and judgment;
- a strong desire to achieve results and a professional work ethic;
- strong written and verbal communication skills;
- highly developed analytical and numeric skills;
- an eye for detail and an ability to question and think laterally;
- time management skills/able to prioritise workloads;
- advanced computing and spread sheet skills including MS Excel, Access and Word;
- a strong commitment to the philosophy and mission of LCM Health Care and ability to work within and promote the national strategic direction of LCM Health Care.

Key competencies

Leadership

- Persuasive communications – Effective oral and written communications, distinguished by its positive impact and use of appropriate influencing behaviours;
- Strategic agility – Understands the broader implications of future trends, issues and opportunities and takes these into account when developing strategies.

Business

- Business acumen – Understands business principles and practices;
- Customer focus – Identifies and responds to client needs and ensures quality and service standards are maintained;
- Planning and organising – Plans and schedules effectively and maintains effective controls and attention to detail to ensure timely delivery of services;
- Analytical thinking – Effectively gathers information, analyses problems, makes sound judgments and develops appropriate solutions;
- Functional/Technical Skills – Applies, maintains and improves on in-depth specialist knowledge.

Interpersonal/Intrapersonal

- Relationship Management – Establishes effective long term relationships and develops and maintains an effective network of contacts with key stakeholders;
- Team Effectiveness – Works towards common goals in an open collaborative and inclusive manner;
- Drive For Results – Sets and meets challenging objectives, initiates action and commits to clear outcomes.
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PERSON SPECIFICATION

Measures of results

A performance agreement will be developed by the CEO and successful applicant as soon as practicable following commencement of the position. Below are some of the key measures of success:-

- effective role model and behaves consistently with Vision, Mission and Values;
- compliance and statutory reporting requirements and deadlines;
- integrity and accuracy of financial information provided in reports, proposals, recommendations;
- timely delivery of financial services to agreed standards of quality and effectiveness;
- finance/risk management system implementation;
- key stakeholders kept informed of CNAH / CCDH's business financial position;
- timely accurate processing and reporting of financial matters;
- policy and procedures in place for all aspects of CNAH / CCDH's financial operations;
- effective monitoring of financial performance;
- satisfactory audit report;
- national financial systems in place and operating.



HOW TO APPLY

Applications should be forwarded to Heidi Jones by e-mail 12520@hender.com.au

Telephone enquiries may be directed to Heidi on (08) 8100 8807 or to Julie Fleet on (08) 8100 8806. Applications close Friday 19 March 2010.

Please Note

Your application will be automatically acknowledged by a return e-mail.