

Finance Systems Manager

Reports to	Head of Finance
Band Level	Band 5, HPV Enterprise Agreement 2018

Position summary

The Finance Systems Manager is responsible for the supervision and co-ordination of all daily, weekly, and monthly financial processing and system administration responsibilities in delivering an effective suite of Finance Systems which includes (but not limited to) Oracle FMIS and Magiq Business Intelligence tools. The role is required to provide timely reporting and enhance business processes to support effective decision making. The main activities of this role are:

- Maintaining and assisting with development of systems and practices within the Finance Service, to ensure the provision of a timely, accurate and customer-focused service delivery.
- Ensure that transactional service departments are meeting business requirements, as defined within Service Level Agreements.
- Manage delivery of Services in accordance with Service Level Agreements and with a view to continuous improvement.
- Provide ongoing management and support of the data repositories, integration processes and analysis, visualisation and reporting tools.

Specific Duties and Accountabilities

Financial Systems

- Ensure analysis and reporting practices conform to better practices as defined within Finance policies and procedures.
- Liaise with and build relationships with key external stakeholders, management, and staff to ensure the provision of efficient and effective finance systems service.
- Provide service delivery to internal and external customers.
- Develop skill levels of team members to ensure that functional requirements of Finance Systems processing can be met internally within the Finance Systems team and to ensure absences/employee departures can be appropriately covered.
- Manage the integration of new clients, ensuring a seamless transition.
- Assist in implementing innovative changes relating to finance systems process improvements.
- Foster a collaborative partnership between all Finance departments.
- Deliver Oracle FMIS training as and when required.
- Assist in process improvements and automation, including new systems integration with Oracle FMIS.
- Manage and implement systems updates.
- Manage systems integrity and security.
- Co-operating with and supporting other Finance functional group members to enhance overall Financial Services delivery.
- Maintaining confidentiality of customer financial information and ensuring that finance systems staff demonstrates an awareness of privacy issues when dealing with financial information.

- Advocate, develop, implement, and maintain application solutions that maximise benefit to key stakeholders.
- Oversee reports to ensure that Finance Systems provides an appropriate level of service to meet the organisation's needs as defined in Service Level Agreements.
- Participate and represent HSV in the state-wide Oracle FMIS Supply User Group meetings and the Accounting User facilitated by HTS

Management

- Contribute to the Finance, Risk and Governance division and broader HSV team through participation in formal meetings and other activities as required
- Perform senior management responsibilities as required
- Comply with relevant financial and non-financial authorities outlined in the Delegations of Authority instrument.
- Support and develop open and transparent lines of communication with key stakeholders including participating in individual and divisional meetings
- Identify relevant opportunities and make recommendations for HSV to improve its processes, workplace health and safety, and quality and service delivery outcomes
- Assist to recruit, interview, select, and hire new employees where relevant and support new employee onboarding, induction and development planning as required
- Contribute to the management of other sourcing streams where required
- Undertake other tasks or responsibilities as agreed from time to time

Leadership

- Foster a workplace culture that is consistent with HSV's organisational culture emphasizing organizational values.
- Maintain strong lines of communication, with key HSV stakeholders to ensure the smooth operation of the organisation.
- Support organisational change and growth as requested to assist HSV in fulfilling its legislative functions in line with its Strategic Plan.

HSV Values and Cross Functional Collaboration

- Establish and maintain strong working relationships with key individuals and groups across HSV's stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HSV's values.
- Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding.
- Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.
- Develop skill levels of team members to ensure that functional requirements of Finance Systems processing can be met internally within the Finance Systems team and to ensure absences/employee departures can be appropriately covered.
- Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting.
- Uphold HSV values:
 - We are customer-focused; we focus on customer and patient outcomes
 - We keep it simple; we strive for efficient and effective ways to achieve our goals
 - We are collaborative; we work as a team toward common goals

- We take responsibility; we challenge the status quo. We are responsible for our behaviors, actions, and results
- We inspire confidence; we do the right thing. We are open, honest, and trustworthy

Data Security

- Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to a Manager or the IT Operations team.

While the principal duties of this position are as above, the Finance System Manager may be required to undertake other duties from time to time.

Qualifications and Experience Required

Academic

- Tertiary qualifications in IT and/or Accounting
- Qualified Chartered Accountant or Certified Practising Accountant (desirable)

Experience

- Demonstrated knowledge of a broad range of financial functions, procedures, and processes (essential) ideally from a major health environment (desirable).
- Excellent working knowledge across Oracle FMIS and the Microsoft Office suite with advanced skills in Microsoft Excel.
- Proficiency in the use of Windows based applications (particularly spreadsheets and databases).

Personal

- Ability to lead collaborative planning activity.
- A competent understanding of controls and risk.
- Excellent interpersonal skills, including an ability to acquire information and influence others with diplomacy, tact, and discretion and to engage internal and external stakeholders at all levels with respect and confidence.
- Strong analytical and problem-solving skills including the ability to identify issues and develop solutions.
- Outstanding organisational skills including the ability to manage and prioritise multiple concurrent tasks, meet tight deadlines and to work in an independent, flexible manner where required.
- Excellent written and verbal communication skills with the ability to engage with a broad range of stakeholders (both internal and external) both in the provision of information, support, and advice
- Ability to provide leadership, motivation and promote teamwork and co-operation.
- Ability to work within a high-volume transaction and diverse business environment.
- Excellent attention to detail and ability to write quality technical training documents.
- Self-motivated and pro-active achiever with a strong ability to work autonomously.
- Able to uphold ethical standards and values, and to act with integrity.