

# Position Description

|                        |  |
|------------------------|--|
| <b>Position:</b>       | <b>Chief Financial Officer</b>   |
| <b>Award:</b>          | Lyndoch Living (Health & Allied Services, Managers & Administrative Officers) Enterprise Agreement 2016 – 2020.    |
| <b>Classification:</b> | Dependent on qualifications and experience   |
| <b>Status:</b>         | 5 year Contract of Employment  |
| <b>Qualifications:</b> | Bachelor's Degree in accounting or commerce; minimum 5 years post graduate experience<br>Fully qualified CA or CPA |

## Position Objective(s)

To provide strategic and operational financial leadership and overall management of all financial systems and new business initiatives and potential commercial opportunities to secure Lyndoch Living as a leader within the aged care and community sector. To provide the CEO, Executive and Board with accurate financial and performance information to support timely and effective decision making for the current and future services of Lyndoch.

## Lyndoch Living

Lyndoch Living was established in 1952 as a community owned not for profit organisation and has matured into an integrated aged care service that provides a broad range of aged and community services to the local and surrounding communities.

Lyndoch Living is an innovative organisation and leader of aged and community services supported by a Board of 9 members and recently converted to a Company Limited by Guarantee to support the Masterplan and potential business and commercial enterprises. Lyndoch has completed 2 acquisitions – May Noonan Centre by Lyndoch Living and Warrnambool Medical Clinic by Lyndoch Living and is the second stage of the masterplan.

## Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

## The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future seven pillars have been identified.

### **One Team**

We value and recognise individuality as a vital part of developing a unified voice.

### **Pride**

We support pride and passion in our work and in doing so, we attract others who share our values.

### **Welcoming Workplace**

We encourage warm, friendly and respectful interactions across all aspects of our service.

### **Yes Culture**

We always start with 'yes' in every deliberation.

### **Customer Service**

We ensure that customers feel engaged and valued in every interaction.

### **Innovation**

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

### **Fun and Enjoyment**

We recognise that fun and enjoyment are critical to success.

### **Social Purpose**

Through the social conscience of our staff and consumers we actively engage with causes that impact our local community

### **Safety**

We actively promote safety through the provision of innovative and high quality training, monitoring of risk, and compliance with OHS regulations

## Key Responsibilities and Duties

### **1. Values**

To align with the values, vision and mission of Lyndoch in all aspects of the role for the provision of quality services, financial growth and sustainability, workforce development, business innovation and a standard of customer service that exceeds expectations.

- Lead by example to foster and develop a working environment that actively promotes a collaborative performance and demonstrates the values in all interactions internally and externally promoting Lyndoch as a leader in delivering integrated aged care services to the local and surrounding communities.

## **2. Leadership**

To provide strategic and operational leadership that is accountable for the oversight, support, day to day operational and performance management including the development and facilitation of structures, systems and processes that promote contemporary management of finance, people and services to support the provision of quality services, customer choice and our point of difference within the aged care sector.

- Demonstrate flexibility and adaptability within the Executive team, at times taking on organisation wide sponsorship for issues, projects and priorities that may sit outside the role.
- Provide strategic leadership that is influential in developing strategies to support the future direction of the services aligning with the current health reforms to ensure financial sustainability.
- Communicate a vision that generates enthusiasm and commitment and recognizes and rewards behaviours that is aligned to the vision.
- Support, develop and lead change management strategies within the service as required in keeping with “best practice”.
- Ensure governance and management systems are in place to effectively manage service targets, compliance and risk in line with legislation, code of conduct, certified agreements and various industrial awards.
- Actively participate in strategic planning, service planning and annual business planning.
- Align the development of new services, business modelling and potential commercial opportunities with the Masterplan 2016, the Strategic Plan 2016 – 2021 to support the financial sustainability of Lyndoch.

## **3. Business and Service Development**

Take the lead role in the development and project management of new and innovative business models and commercial opportunities to enable the diversification of Lyndoch services and enhance our profile as a business leader within the industry.

- Identify business and commercial opportunities for new business revenue and diversification.
- Appraise and make recommendations on the development, maintenance, and control of business (new or existing) or commercial opportunities conducted by, or within, Lyndoch.
- Provide advice on financial implications of and financial risks in all current and potential business ventures/projects.
- Provide ongoing leadership in supporting new business opportunities to maximise income and sustainability of programs.
- Oversee all of the financial arrangements related to Capital and Minor Works Projects, ensuring that all works are carried out in accordance with specifications and financial parameters.

- Represent Lyndoch in developing and sustaining positive relationships with DHHS, Commonwealth, external suppliers, contractors, and other relevant organisations.

#### **4. Quality, Safety & Risk**

As a member of the Executive team you will be accountable and responsible in leading staff in meeting quality accreditation cycles as well as adhering to defined service quality standards, occupational health and safety policies and procedures, ensuring a safe workplace and environment for staff, residents, clients and visitors.

- Actively participate in the Continuous Improvement Program and Risk Management Programs to promote a quality and risk minimization culture within the finance department.
- Ensure statutory compliance with all relevant regulation and legislation.
- Assist in the maintenance of the financial portion of the Risk Register.
- Be an active member of the Finance, Audit, Investment and Risk (FAIR) subcommittee.

#### **5. Financial functions**

Foster staff collaboration to ensure the development and integration of all financial information systems and processes that support the complex role of the Finance Department including asset management, contract management, financial reports and financial controls, payroll and the annual financial reports and budget preparation.

- Provide strategic financial advice to the CEO, Executive team and managers in all aspects of financial management, annual budget development and monthly budget reporting of variances.
- Provide timely financial reports and monitor the effectiveness of accounting and financial management information systems and financial controls in meeting all legislative and departmental requirements.
- Attend the monthly Board meetings and present the monthly financial papers.
- Oversee the preparation of the Annual Financial Report of Operations in accordance with legislative standards.
- Liaise with internal and external auditors and respond to recommendations.
- Comply with internal and external auditing principles and statutory regulation.
- Provide direction and recommendations on investment policy and cash flow management.
- Provide direction for negotiations with banks and other financial intermediaries for investment and cash flow ensuring that investments are optimized and cash flows adequate.
- Maintain liaison with Government agencies to maximise funding and income opportunities for service development and growth strategies.

#### **6. Information and Reporting**

Ensure that all financial records and reports comply with legislative standards and requirements.

- Provide appropriate reports to the Executive management, Board, and Department of Health on performance against the Health Service Agreement funding targets.
- Lead the development, implementation, and ongoing operation of clinical costing and budgeting systems, and the provision of performance reports relevant to all managers.
- Evaluate and recommend improvements to the frequency, format, content, and accuracy of financial and operational reports.
- Define information requirements at the strategic, operational and managerial levels of the organisation.
- Maintain accurate data information systems including reporting systems and projects.
- Develop and implement a balanced scorecard/dashboard reporting and work plan in PowerBudget.
- Prepare and interpret financial accounting reports to support the CEO and Executive team in decision making.
- In consultation with the CEO and other senior managers prepare long term financial plans and strategies; coordinate the preparation of annual budgets; coordinate external audits and preparation of the Annual Financial Report.

## **7. People Management**

Facilitate a positive work environment based on accountability, cooperation, mutual support and respect working towards achieving high performing teams.

- Provide leadership and support for direct reports with supervisory responsibilities, coaching them in managing their teams and enabling attendance at relevant professional/management development programs.
- Coordinate staff performance monitoring and feedback, including annual performance review.
- Promote staff attendance at relevant education programs (internal and external) to assist with ongoing professional development.
- Promote broad staff exposure to and experience in all finance functions.
- Facilitate the introduction of major change within the finance department and with key stakeholders working towards an organisational culture of excellence, innovation, and positive people management.
- Demonstrate ongoing personal and professional development and attend relevant external seminars and conferences.
- Achieve responsibility and accountability for own practice through self-evaluation, and annual performance appraisals.

## **Organisational Relationships**

**Reports to:** Chief Executive Officer

**Liases with:** The Executive Team; Senior Managers; Managers; Finance staff; external stakeholders; DHHS

Observe appropriate lines of communication in all relationships.

## Specialist Knowledge and Skills

**The following knowledge and skills are required to be demonstrated:**

- Bachelor's degree in accounting or commerce: minimum 5 years post graduate experience.
- Fully qualified CA or CPA.
- Successful experience in commercialisation within a business environment with demonstrated knowledge of best practice.
- Demonstrated commercial and business acumen in leading a range of services, programs and projects.
- Demonstrated ability to provide strategic, analytical and innovative skills in leading project management and service planning.
- Advanced skills in Microsoft Office suite of products with experience in PowerBudget.
- Demonstrated capacity to lead and motivate individuals and teams in a consultative manner.
- Strategic procurement and costings expertise.
- Experience in the health care and Aged Care sector or large commercial business.
- Knowledge of Federal and State Government health funding streams, guidelines and reporting requirements.

### **Memberships/Qualifications**

- Maintain membership of either CPA Australia or ICAA and AHSFMA
- Attend annual AHSFMA conference
- Fulfil continuing professional development requirements of professional accounting body

## Leadership Skills

**The following Leadership skills are required to be demonstrated:**

- Demonstrated experience in the successful provision of the financial management function, including leadership, strategic professional advice and recommendations of a medium to large organisation.
- Demonstrated understanding of building and construction functions including knowledge of building trades, contracts tendering and construction management principles.
- Demonstrate flexibility and adaptability within the Executive team, and taking on organisation wide sponsorship for issues, projects and priorities.

- Demonstrated experience in implementing systems to support and facilitate effective financial management of all areas of Lyndoch.
- Demonstrated experience in determining suitability of business/business processes for alternative/innovative service delivery.
- Possesses commercial and strategic management expertise with superior communication and negotiation skills to develop new business development initiatives.
- Demonstrated capacity to be a professional role model for staff.
- Capacity to collaborate with all stakeholders (internal and external) to achieve agreed outcomes.

## Management /Interpersonal Skills

### **The following interpersonal skills are required to be demonstrated:**

- Highly developed communication and interpersonal skills including the capacity to negotiate, resolve conflict and positively influence and motivate others in a significant environment of reform and change.
- The ability to lead, foster and develop a working environment which actively promotes a collaborative performance and values based culture.
- Communicate a vision that generates enthusiasm and commitment and recognizes and rewards behaviour that is aligned to the vision.
- Demonstrated experience in managing the performance and continuous development of staff.
- Demonstrated data management skills including statistical report and submission writing skills.
- Demonstrated time management skills and ability to meet deadlines without compromising accuracy.
- Demonstrated ability to maintain professional standards and to self-evaluate professional practice.
- A positive approach to change and diversity.

## Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)

Signature

Date

## Appendix 1

### General Conditions of Employment

#### **Terms and Conditions of Employment**

The conditions of employment are in accordance with the relevant Award and Agreement to which you are employed under. Copies of Awards and Agreements are available from the Human Resources Department.

#### **Performance Review**

In order to assist your development in your role, your manager and you will annual review your personal effectiveness in your role.

The performance review is a formal means of receiving feedback on your performance and of discussing training, development and career opportunities.

#### **Probationary Period**

This position is subject to a six (6) month probationary period during which time mutual suitability will be determined. During the probationary period either party may terminate the employment by giving two weeks' notice in writing.

At the expiration of the probationary period, should the appointment be confirmed, the terms of the Position Description and these Conditions of Employment will continue to apply to your employment.

#### **Termination**

Employment may be terminated in accordance with the provisions of the relevant Agreement.

#### **Policy and Procedures of the Employer**

The Employer directs you to abide by the policies and procedures of the Employer as varied from time to time.

#### **Apparel and Equipment**

You are required to use/wear safety equipment and apparel provided to you by the Employer and to abide by all the Employer's safety rules and regulations.

#### **Notification of Prior Injury**



Under the Accident Compensation Act 1985, the Employer requires you to disclose all pre-existing injuries and diseases which you foresee could be affected by the nature of your employment. Failure to do so may render you ineligible for Workers' Compensation in some circumstances. You are required to complete and return the Pre-injury Declaration Form as attached.

## Appendix 2

# Pre-existing Injury Declaration Form

**Please complete and return with your Application for Employment**

In accordance with s.82(7)-(9) of the *Accident Compensation Act 1985* (Vic) ("the Act"), you are required to disclose any or all pre-existing injuries, illness or disease (pre-existing conditions) suffered by you which could be accelerated, exacerbated, aggravated or caused to recur or deteriorate by your performing the responsibilities associated with the employment for which you are applying with Lyndoch Living Limited ("the employment").

In making this disclosure, please refer to attached position description, which includes a list of responsibilities and physical demands associated with the employment.

Where you have a pre-existing condition, consideration will be given to reasonable modification to the environment or tasks if at all possible or practicable.

Please note that, if you fail to disclose this information or you provide false and misleading information in relation to this issue under s.82(8) and s.82(9) of the Act you and your dependents may not be entitled to any form of workers compensation as a result of the recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing condition arising out of, in the course of, or due to the nature of your employment.

Please note that the giving of false information in relation to your application for employment with Lyndoch Living Limited may constitute grounds for disciplinary action including termination of your contract.

## Employee Declaration

I \_\_\_\_\_ (print name) declare that:

I have read and understood this form, position description and have discussed the employment with Lyndoch Living Limited I understand the responsibilities and physical demands of the employment.

I acknowledge that I am required to disclose all pre-existing conditions which I believe may be affected by me undertaking the employment.

I acknowledge that failure to disclose the information or providing false and misleading information may result in invoking section 82(7)-(9) of the *Accident Compensation Act 1985* (Vic) which may disentitle me or my dependents from receiving any workers compensation or any pre-existing condition which I may have arising out of, in the course of, the employment.

Please delete whichever of the following statement is **NOT** applicable

I have suffered no prior injuries that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

**OR**

I have suffered the following conditions that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

**Please list details for all pre- existing conditions**

---

---

---

---

---

I acknowledge and declare that the information provided in this form is true and correct in every particular.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print name of Applicant

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Print name of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Office Use Only**

**Additional Comment/ Requisite Modifications**

---

---

---