

Director of Finance

DEPARTMENT: Office of the CEO

RESPONSIBLE TO: Chief Executive Officer

The Role:

The Director of Finance acts as the Chief Finance Officer and is responsible for the strategic and operational leadership of financial management, ensuring the organisation’s long-term financial sustainability including financial controls, reporting, budgeting and management processes and systems, while enabling investment in improved community health outcomes.

The Chief Finance Officer is an accountable officer under the Financial Management Act and is responsible for ensuring public resources are managed efficiently, effectively, and in accordance with legislative and policy requirements. The role supports the Board in discharging its fiduciary duties, ensuring financial decisions are transparent, defensible, and aligned to organisational strategy and community expectations. The role ensures full compliance with Victorian public sector financial governance, aged care prudential requirements, and broader regulatory frameworks, while providing high-quality financial advice to the Board and Executive.

Key Responsibilities:

Financial Strategy and Performance

- Lead development and execution of a financial strategy aligned to MTHCS strategic priorities, including optimal deployment of cash reserves.
- Provide forward-looking financial modelling, scenario analysis, and sustainability planning across acute, aged care, and community services.
- Drive financial performance through cost centre accountability, revenue optimisation, and service viability analysis.

Financial Management and Reporting

- Oversee preparation of annual budgets, forecasts, and monthly financial reports for Executive and Board.
- Ensure accuracy, integrity, and timeliness of financial statements in accordance with applicable standards.
- Maintain robust internal controls, ensuring effective management of expenditure, revenue, assets, and liabilities.

Governance and Compliance

- Ensure compliance with:
 - Financial Management Act 1994 (Vic) and Standing Directions of the Minister for Finance
 - Health Services Act 1988 (Vic) (including MPS provisions)
 - Aged Care Act 2024 and associated Rules (including prudential standards)
 - Australian Accounting Standards (AASB)
 - Victorian Department of Health financial policies and reporting requirements

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- Lead preparation of statutory financial reports, including annual financial statements and audit processes.
- Support Board and Finance, Audit and Risk Committee in fulfilling fiduciary and governance obligations.

Aged Care Prudential and Financial Compliance

- Ensure compliance with Aged Care Quality and Safety Commission prudential standards, including:
 - Liquidity requirements (Minimum Liquidity Amount)
 - Annual Prudential Compliance Statement (ACPS)
 - Refundable Accommodation Deposit (RAD) management
- Maintain systems for financial transparency and disclosure to residents and regulators.
- Monitor financial risks specific to residential aged care operations.

Risk Management and Internal Control

- Identify, assess, and manage financial risks, including liquidity, revenue volatility, and funding reform impacts.
- Maintain an effective internal control environment aligned with audit requirements and better practice frameworks.
- Contribute to organisational risk register and ensure financial risks are actively monitored and mitigated.

Funding, Reform and Commercial Activities

- Lead funding strategy across:
 - Activity Based Funding (ABF)
 - Multi-Purpose Service (MPS) funding
 - Commonwealth aged care funding
 - Community and grant-based programs
- Provide financial leadership in health system reform initiatives, including network arrangements and service redesign.
- Identify and evaluate commercial opportunities and partnerships to diversify revenue streams.

Digital, Systems and Data Governance

- Oversee financial systems, ensuring data integrity, reporting capability, and integration with clinical and operational systems.
- Support development of dashboards and performance reporting to enhance decision-making.
- Ensure compliance with data governance and privacy requirements relating to financial information.

Leadership and Capability Development

- Lead and develop the finance function to build capability in financial literacy across the organisation.
- Support managers to effectively manage cost centres, budgets, and financial performance.
- Foster a culture of accountability, transparency, and continuous improvement.

Key Selection Criteria:

Mandatory

- Relevant tertiary qualification in finance or accounting with CPA or equivalent qualification

Essential:

- Demonstrated executive leadership in financial management within a complex health or public sector environment.
- Deep knowledge of Victorian public sector financial governance, including the Financial Management Act and Standing Directions.
- Experience with aged care financial and prudential compliance requirements.

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- Proven ability to lead financial strategy, budgeting, and performance improvement.
- Strong governance, risk management, and internal control expertise.
- Demonstrated commitment to professional ethics, integrity, and continuous improvement.
- Current Police Check.

Desirable

- Experience in a Multi-Purpose Service (MPS) or rural health setting.
- Familiarity with Commonwealth and State health funding models.
- Experience in health service reform, network governance, or service integration.

Our Vision

To be a leading rural health service - innovative, responsive, and sustainable -providing high quality care across early years, aged care, and community health, guided by the evolving needs of our communities.

Our Mission

We deliver health and wellbeing services across every stage of life, fostering thriving, resilient communities, and a workplace culture that values and supports our people.

Our Services

Mallee Track Health and Community Service is a multipurpose service (MPS) for all Mallee Track Communities encompassing a total area of 18,000 square kilometres. The health services include General Practice Clinics and Urgent Care at Ouyen and Sea Lake, Acute and Sub-Acute inpatient and outpatient services at Ouyen and Sea Lake, Community Aged Care and Residential Aged Care at Ouyen and Sea Lake. The community services include Allied Health, Delivered Meals, Community Transport, Social Support and Leisure and Lifestyle activities for Ouyen and Sea Lake as well as Early Years education and care for Ouyen, Sea Lake, Underbool, Murrayville and Manangatang. Community development activities include Rural Outreach and Neighbourhood Houses.

Our Values



- **Accountability** We define our expectations and are accountable for our actions.
- **Excellence** We set high standards and continually strive to improve on them.
- **Compassion** We treat everyone with care, respect and dignity.
- **Teamwork** We work collaboratively and in the spirit of partnership.
- **Integrity** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency** We are open and honest and embrace positive change.

Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to uphold these values.

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.

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