

## 1. General Information

<b>Position Title:</b>	Finance Business Partner
<b>Division/Department:</b>	Epworth Richmond Finance
<b>Position Reports to:</b>	Finance Director
<b>Enterprise/Individual Agreement:</b>	Individual Agreement
<b>Location:</b>	89 Bridge Road, Richmond VIC 3121
<b>Employment Status:</b>	Permanent Full Time
<b>Number of Direct Reports:</b>	Nil
<b>Key Relationships - internal and external</b>	Finance Director, Site Executive Team, Senior Managers, Department Managers, Site Finance Team & Corporate Finance

## 2. Overview of Epworth HealthCare

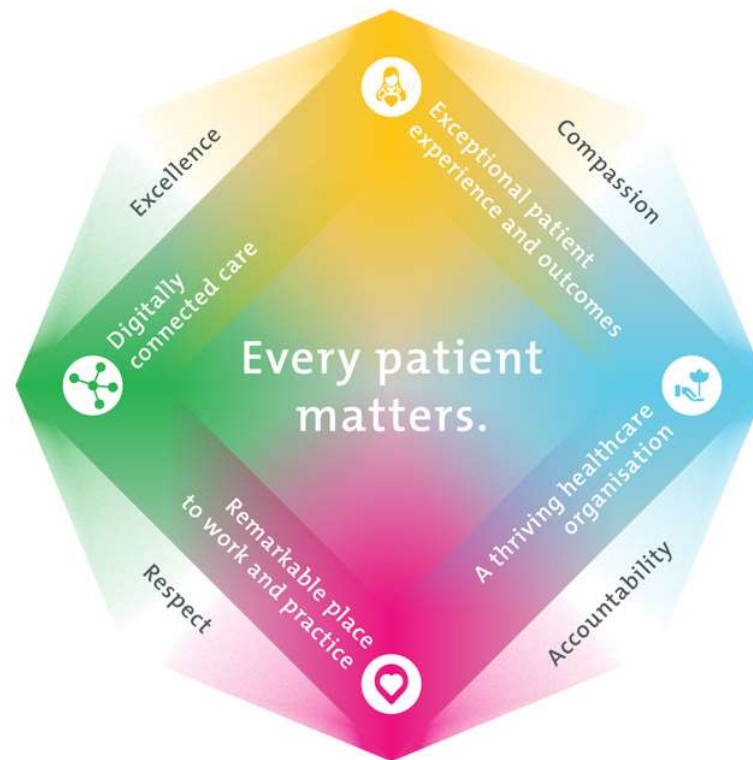
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

### 3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.

**Exceptional patient experience and outcomes** - To empower our patients and deliver compassionate, expert and coordinated care.

**A thriving healthcare organisation** - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.

**Remarkable place to work and practice** - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.

**Digitally connected care** - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

## 4. Purpose of the Position

Partnering with a multitude of departments at Epworth Richmond, both clinical and non-clinical, the Finance Business Partner will deliver and uphold the highest service levels of business support, financial stewardship and identification/execution of cost and operational efficiencies to ensure continued success and growth of the hospital. To be successful in this role, excellent communication, initiative and collaboration skills are of utmost importance, ensuring robust financial management, accurate budgeting, forecasting and delivery of high-quality financial reports.

The Finance Business Partner is a member of the Epworth Richmond Finance Team and as such, is expected to work closely with all key stakeholders and be fully aware of all aspects of the Hospital's Policies and Procedures and is required to actively participate in the Hospital's initiatives and projects.

This role works closely with both the local Finance Team and Corporate Finance.

## 5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
<b><i>Leadership and culture</i></b>	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
<b><i>Consumer Partnerships</i></b>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<b><i>Effective Workforce</i></b>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<b><i>Clinical Safety and Effectiveness</i></b>	Understand, and where relevant, ensure that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
<b><i>Risk Management</i></b>	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

## 6. Key Accountabilities

KEY RESPONSIBILITIES	KPI MEASURES TO BE ACHIEVED
<b>Provision of finance business partnering expertise</b> <ul style="list-style-type: none"> <li>• Work with allocated departments as well as support other areas as required, providing financial and strategic support to managers of clinical and non-clinical portfolios</li> <li>• Provide accurate and timely operational and financial insights to assist in decision-making</li> <li>• Identify profit improvement opportunities and assist key stakeholders with evaluation &amp; implementation</li> <li>• Ensure the development and implementation of continuous quality improvement across scope of responsibilities</li> <li>• Develop and deliver financial education and provide continued support and enhancement of financial acumen for Department managers and staff as necessary</li> <li>• Provide support to the Finance Director as required</li> </ul>	<p>Actively partner with Department managers resulting in enhanced department profitability:</p> <p><b>Engage</b> - work closely with Nurse Unit Managers and Department Managers, providing business and financial education to maintain quality financial hygiene</p> <p><b>Support</b> - achieve outcomes through provision of accurate financial analysis reporting and strategic guidance</p> <p><b>Impact</b> - assist in making good business &amp; financial decisions by analysing and making recommendations for improvement initiatives and implementation</p> <p><b>Grow</b> - identify, evaluate, develop and implement growth and quality initiatives with a focus on best practice in conjunction with Senior leaders, by:</p> <ul style="list-style-type: none"> <li>• Identifying cost reduction opportunities</li> <li>• Establishment and maintenance of key benchmarking data</li> <li>• Delivering measurable improvements to work processes</li> </ul>
<b>Adherence to quality Information Management &amp; Productivity Improvement processes</b> <ul style="list-style-type: none"> <li>• Developing systems and processes to improve efficiency and provide intelligence for management and key business partners</li> <li>• Ensure the development and implementation of continuous productivity and quality improvement across scope of responsibilities</li> </ul>	<p>Ensure the effective and efficient management of information and financial systems</p> <p>Development and management of relevant information to provide timely reporting and data extraction</p> <p>Recommend and manage changes to systems to achieve greater efficiency and reporting, including but not limited to TechOne, Power BI, My Roster, Data Warehouse systems and other reporting tools</p>

<p><b>Business Development Evaluation &amp; Submission</b></p> <ul style="list-style-type: none"> <li>Assist in the development of clear and concise business cases on capital projects to enable assessment of merit</li> <li>Management of the capital expenditure process for departments in conjunction with Managers</li> </ul>	<p>Analysing, evaluating and reporting on the viability of various business proposals, carrying out Cost-benefit analysis</p> <p>Support Managers in developing Business cases and assist in engaging all Functional endorsers internally and externally to the department</p> <p>Approved projects will track in accordance with projections in the business cases, with timely preparation of reports and monitoring mechanisms</p>
<p><b>Budget &amp; Operational Planning Preparation</b></p> <ul style="list-style-type: none"> <li>Participate in the development of Annual Budgets and Operational Planning, at the direction of the Finance Director</li> <li>Assist in developing relevant analysis and modelling to support the budget and business plans</li> </ul>	<p>Analysing and summarising key drivers and performance outcomes of competitors to conduct market and competitor analysis</p> <p>Budget completed by the mandated completion date</p>
<p><b>Financial Analysis &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>Complete monthly analysis and reports on financial results</li> <li>Deliver other financial analysis and reporting as well as meetings with operational managers on a daily, weekly and monthly basis</li> <li>Analyse and advise on Revenue generation including analysis of Casemix, related activity data, revenue quality and any opportunities arising from reviews</li> </ul>	<p>Review financial reports for departments to ensure accuracy &amp; provide analysis of variances</p> <p>Recommend improvements and implement remedial action for variances</p> <p>Development of internal reports on key financial indicators</p> <p>Development and implementation of appropriate KPIs to assist with decision making</p> <p>Lead weekly/monthly financial meetings with Department managers</p>
<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>Epworth is committed to the provision of excellent customer service to all our people, customers and stakeholders including patients and external suppliers.</li> <li>Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</li> <li>Ensure the provision of excellent customer service by the Finance function at Epworth Richmond across all operations</li> </ul>	<p>Role model and actively promote a culture of high-quality patient care and experience by ensuring that solutions, practices and procedures are carried out with empathy and compassion</p> <p>Communicate with clear and unambiguous language in all interactions, tailored to the audience</p> <p>Responds quickly and proactively escalate concerns when necessary</p> <p>Uses data to identify opportunities for improvement in internal processes and systems that directly impact patient care and customer service</p>

## Position Description

<ul style="list-style-type: none"> <li>• Liaise with stakeholders and implement a procedure to ensure that customer issues raised are reported and addressed</li> <li>• Ensure that issues highlighted in customer service satisfaction surveys are addressed</li> <li>• Develop relationships with third party and measure their performance regularly</li> </ul>	<p>Patient and customer service satisfaction surveys within agreed targets</p> <p>Issues are escalated to the manager and resolved in a timely manner</p> <p>Minimal customer complaints</p> <p>Take action to improve performance based on feedback</p> <p>Measure performance of 3rd party providers in meeting client needs</p>
<p><b>Safety and Wellbeing</b></p> <p>To ensure a safe workplace is provided for all employees and other personnel including contractors, agency staff, volunteers and students.</p> <ul style="list-style-type: none"> <li>• All employees and other personnel under the authority of the manager are fully informed of the hazards associated with their work activities, adequately trained and instructed in safe work procedures and appropriately supervised</li> <li>• Integrate and review OHS performance in staff PDPs</li> <li>• Ensure all direct reports are held accountable for safety performance and actions</li> </ul>	<p>Participate actively and positively in health and safety to reduce all hazards and incidents within the workplace</p> <p>Adhere to infection control/personal hygiene precautions</p> <p>Implement and adhere to Epworth OHS policies, protocols and safe work procedures</p> <p>Ensure all hazards, incidents and injuries are reported in Riskman within 24 hours</p> <p>Ensure all hazards, incidents and injuries are investigated and corrective actions implemented within agreed timeframes</p> <p>Mandatory training completed at agreed frequency</p>

## 7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Bachelor Degree or Higher in Accounting/Business/Commerce</li> <li>• Member of the Institute of Chartered Accountants of Australia (ICAA) and/or Certified Practising Accountants of Australia (CPA) or international equivalent</li> </ul>

<p>Previous Experience</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience working in an analytical role</li> <li>• Demonstrated history of identifying and delivering operational improvements or rectifications using own analysis</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience working in the Health Industry (Highly Desirable)</li> <li>• Previous role(s) with a strong element of supporting internal business customers</li> </ul>
<p>Required Knowledge &amp; Skills</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Financial modelling and data mining skills, including advanced skills in Microsoft Excel and MS Office</li> <li>• Solid knowledge of budget preparation and management</li> <li>• Development, analysis and presentation of business cases to improve Divisional profitability and support CAPEX submissions</li> <li>• Analysis of budget variances and strategies to implement remedial action</li> <li>• Benchmarking skills and knowledge of best practice</li> </ul>
<p>Personal Attributes &amp; Values</p> <p>All employees are expected to consistently work in accordance with Epworth's values and behaviours</p> <ul style="list-style-type: none"> <li>• Compassion</li> <li>• Accountability</li> <li>• Respect</li> <li>• Excellence</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Analytical, with demonstrated problem-solving and decision-making skills</li> <li>• Goal-oriented, with strong personal drive and commitment to rigorous reporting structures</li> <li>• Strong verbal and written communication skills</li> <li>• Attention to detail and accuracy</li> <li>• Understanding change management principles &amp; practice</li> <li>• Pro-active and creative</li> <li>• Ability to work autonomously and independently, managing own priorities and deadlines</li> <li>• Ability to build and maintain rapport and effective relationships with key stakeholders</li> <li>• Displays initiative, motivation and self confidence</li> <li>• Personal accountability for identified tasks and responsibilities</li> <li>• Reliable and displays professional integrity</li> <li>• Ability to maintain professional relationships with key stakeholders</li> <li>• Commitment to Epworth Healthcare's vision and values</li> </ul>

# Position Description



## Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
January 2025	July 2025	Finance Director, Epworth Richmond

## 8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_