



Inclusive

Compassionate

Progressive

Accountable

Director of Finance HS7

The Finance Division has a full-time vacancy for a Director of Finance to join our team.

This is a key leadership role in Corporate Services ideal for an experienced senior finance professional who will help progress a performance culture, ensure robust financial stewardship, and engage effectively stakeholders at all levels including Departmental and Audit liaison.

The successful applicant will lead an experienced, capable team with well-established systems and processes already in place. This is a hands-on, continuity-focused role suited to a collaborative leader who values stability, integrity, and clear communication.

Reporting to the Executive Director of Corporate Programs (CFO & CPO), this role provides leadership and oversight of the hospital's core financial operations, including accounting, accounts payable and receivable, asset accounting, financial systems and activity reporting. The focus of this position is to maintain financial governance, compliance, and audit readiness, ensuring the ongoing delivery of accurate, timely, and high-quality financial reporting.

The best application will have:

- Experience working within a health workforce, HR or complex administration.
- Highly developed verbal and written skills with attention to detail as fundamental.
- Organisation and time management skills in a fast-paced environment
- Advanced computer literacy in Microsoft Office, especially word and excel.

For information about this role, please contact Cherie Bailey, Executive Director of Corporate Programs on 0417 610 726

Applications should include a cover letter addressing the Key Selection Criteria (maximum one A4 page) and your current detailed Resume sent to employment@shdh.org.au.

Swan Hill District Health reserve the right to interview immediately upon receipt of applications and withdraw this position if a suitable candidate is selected prior to closing date.

Closing date: 21 November 2025

Position:	Director- Finance
Classification:	HS7
Department:	Corporate - Finance
Reports to:	Executive Director of Corporate Programs (CFO & CPO)
Direct Reports:	Accountants & Finance Administration Team, Chief Health Information Manager, Patient Trust Officer.
Position Summary:	<p>To plan, co-ordinate, manage, monitor and evaluate the efficient and effective delivery of Financial and Health Information Services of Swan Hill District Health.</p> <p>The DoF will coordinate, supervise and lead the Finance Team towards accurate and timely financial and management accounting and reporting for all internal and external stakeholders. In addition, this role will lead the Finance Team in engagement with stakeholders across the Health Service, directing and facilitating change, achieving and delivering outcomes, and establishing, leading and implementing business improvements.</p> <p>The DoF is a member of the SHDH Senior Management team and participates in strategic and operational planning for the health service.</p>
Responsibilities:	<ul style="list-style-type: none"> • To provide a range of financial reports and subsequent financial analysis to the Board, C.E.O., Executive Directors, and Managers to enable the financial and business performance position of the Health Service to be accurately monitored. • Engage Managers and Executive Directors to compile a departmental budget for the Health Service annually. • To maintain a departmental budgeting system. • To meet State and Commonwealth Government reporting requirements. • To meet end of year reporting requirements for the Victorian Auditor-General. • Prepare & submit Primary Care Partnerships returns as requested. • To provide analysis to Executive and Department Heads on opportunities to improve organizational sustainability. • Liaise with other health services to analyze and compare operational performance. • Maintain Clinical Costing model for the organization. • Maintain reconciliation of Swan Hill District Health accounts. • Co-ordinate the operation of the Internal Audit Committee. • To supervise and Lead the Finance Department. • To liaise with Executive Officers and other department heads in relation to systems that impact on the Finance Department such as Payroll, Medical Records, Radiology and Supply. • To ensure Finance Policies and Procedures are up to date and Internal Control Procedures are being adhered to. • To participate and be a contributor in various Health Services Committees. • To ensure quality improvement activities are undertaken and completed each year. • Review current processes and implementing change to budgeting and financial framework.

	<ul style="list-style-type: none"> • To represent the Health Service at meetings with third parties as required. • To participate in the Senior Management Group Meetings and deputize for the CFO in their absence. • To supervise the operation of the Simplified Billing Service within the Health Service. • Demonstrated leadership ability, with a strong emphasis on teamwork and driving change and service development. • Ensure the Finance Division meets National Accreditation Standards requirements and the Aged Care Quality Agency.
Key Selection Criteria	<ul style="list-style-type: none"> • Tertiary level accounting qualifications together with membership of the Chartered Accountants Australia and New Zealand or CPA Australia. Post- graduate qualifications in management highly regarded. • Superior communication skills with organisational change management experience, including negotiation and consulting skills conducive to positively influencing others in a complex environment of organisational transformation and performance accountability. • Management skills and practices which engage and motivate staff to achieve quality outcomes, meet targets, and improve and optimize performance; • Significant expertise in financial management, including the ability to maintain good financial management systems and interpret, analyse and present financial and related information. • Knowledge of the specific applicable enabling legislation of the organisation including relevant industrial instruments, the <i>Health Services Act 1988</i>, together with the <i>Financial Management Act 1994</i>, the <i>Audit Act 1994</i>, and Ministerial Directions. Previous experience in a similar role will be highly regarded. • Demonstrated ability to gather information from a variety of sources, use appropriate software to analyse data, identify critical gaps and develop and implement best practice approach to business improvement. • Demonstrated ability to capitalise on knowledge within the organisation, build organisational capability and develop and implement innovative solutions to organisational issues. • Sound knowledge of ICT systems sufficient to actively participate in the development and monitoring of the organisations ICT Strategy. • Current National Police Check and Working with Children's check (if applicable). • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.
Salary/Award:	HS7 – Health and Allied Health Services – Managers and Admin
First Nations:	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>

Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
Our Purpose	<p>Connected Care / Best Experience <i>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</i></p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>
Review:	<p>Completion of My Work Plan on a yearly basis.</p>
Previous Revision dates:	
Current:	<p>Nov 2025</p>
Managers Name:	<p>Cherie Bailey</p>
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

Position Applying for

General Information

Name

Address

Contact

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type Expiry date/...../.....

Place/Country of issue: Issue Number:

Do you require sponsorship? ☐ Yes ☐ No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585