

Role Description

|  |  |  |  |
| --- | --- | --- | --- |
| **Job ad reference** | MI570604 | **Closing date** | Monday 1/07/2024  |
| **Role title** | Nursing Finance Officer | **Classification** | AO4 |
| **Status** | Permanent – Full Time | **Salary** | $88,187 - $97,156 per annum |
| **Unit/Branch** | Office of the Chief Finance Officer | **Contact name** | Stephen Richardson |
| **Division/Hospital** | North West Hospital and Health Service | **Contact number** | (07) 4744 4429 |
| **Location** | Mount IsaService delivery may require this role to work across other locations within the North West Hospital and Health Service (NWHHS). |

# Your opportunity

The Finance Support Officer – Nursing & Midwifery assists the Office of the Chief Finance Officer to develop and maintain effective financial processes for nursing, within the North West Hospital and Health Service.

# Your role

* Fulfil the responsibilities of this role in accordance with QPS and North West Hospital and Health Service values as outlined above
* Promote a safety-supportive culture and consistently apply evidence based practice
* Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe, services and workplaces.
* Implement and monitor the organisation’s quality standards, occupational health and safety policies, procedures and programs and provide clinical governance in the relevant work area.
* Always consider the rights of the patients and other health care consumers.
* Monitor and advise the on variations in expenditure and activity, which compromise budgetary performance and activity targets and provide strategic advice on remedial action where appropriate.
* Provide advice and assist in resolution of problems encountered by nursing leaders in respect to administrative and budgetary matters.
* Actively review processes & procedures to enable anomalies relating to financial activity to be appropriately reported.
* Extract raw data and prepare financial and statistical monthly reports for Cost Centre Managers. Conduct initial audit of reports to identify anomalies, distribute and action return recommendations.
* Participate in regular meetings to provide updated feedback, present recommendations, and relay identification of areas requiring improvement in relation to current practices for patient billing and other internal revenue matters to the Executive Director of Nursing and other senior nursing staff.
* Assist in the development and ongoing management of operating and capital budgets and forecasts in accordance with the budget management process.
* Promote and review appropriate reporting systems, policies, procedures and systems to provide advice for effective activity and financial management of the nursing services.
* Review and process all nursing RANIP flight and cash out applications.
* S/4HANA – Creation of all Mount Isa Nursing Agency Purchase orders and goods receipting of all Mount Isa agency invoices.
* Complete any required non-labour and labour journal requests.
* End of Month processing: complete any required Request to Raise Invoices (RTRI) for processing.
* Meet monthly with cost centre managers to go through cost centre reports.
* To be part of a team that actively contributes to patient safety by following policies, procedures and protocols of the North West Hospital and Health Service.
* Actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, workplace health and safety and ethical behaviour.
* Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
* Demonstrate a commitment to meeting or exceeding professional and National Standards (e.g. NSQHS Standards) to achieve the delivery, leadership, and governance of Quality Care Every Day as outlined in the [Framework for](https://qheps.health.qld.gov.au/__data/assets/pdf_file/0040/2669287/NWHHS-Clinical-Governance-Framework-2021-v5.pdf) [Clinical Governance](https://qheps.health.qld.gov.au/__data/assets/pdf_file/0040/2669287/NWHHS-Clinical-Governance-Framework-2021-v5.pdf) and the [Safety and Quality Roles and Responsibilities Matrix.](https://qheps.health.qld.gov.au/northwest/clinical-support/quality/accreditation-quality)
* Keep People Safe: Comply with reasonable Work Health and Safety instruction and cooperate with reasonable policy and procedures, including the Duties of Workers, Section 28, Work Health and Safety Act 2011 (QLD).
* Effectively engage with people and communities from Aboriginal and Torres Strait Islander and cultural and linguistically diverse backgrounds.
* Deliver culturally responsive and safe care in line with the *Queensland Health Aboriginal and Torres Strait Islander Cultural Capability Framework 2010-2033* and *Queensland Health Workforce Diversity and Inclusion Strategy 2017- 2022.*

# Your employer – North West Hospital and Health Service

The North West Hospital and Health Services (NWHHS) is responsible for the public sector health services in the North West region. The NWHHS covers an area of approximately 300,000 square kilometres and services many of the remote communities within North Western Queensland and the Gulf of Carpentaria.

The Health Service is responsible for the promotion and wellbeing of people within the service area and ensuring that health services are of a high quality, accessible to all and effective.

Other NWHHS Centres are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Hospitals:** | **Primary Health Facilities:** | **Community Services:** | **Multipurpose Health Service:** |
| Doomadgee | Burketown | Cloncurry | Cloncurry |
| Mornington Island | Camooweal | Doomadgee | McKinlay Shire |
| Mount Isa | Dajarra | McKinlay Clinic |  |
| Normanton | Karumba | Mornington Island |  |
|  |  | Mount Isa |  |
|  |  | Normanton |  |

**North West Hospital and Health Service Vision and Values**

The North West Hospital and Health Service is responsible for providing high quality hospital and healthcare to the communities of North West Queensland. We embrace the need for change and make it work efficiently for the people of our region and our staff. The efficient delivery of our core hospital and health business services is guided by the North West Hospital and Health Service mission:

*To be Queensland’s leading Hospital and Health Service delivering excellence in remote healthcare to our patients*

Our Values:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Innovation** | **Respect** | **Engagement** | **Accountability** | **Caring** | **Honesty** |
| We make things happen | We listen and learn from each other | We work together to involve our communities | We own our actions and behaviours | We treat people with kindness and look after each other | We are true to ourselves and others |

# Mandatory qualifications/Professional registration/Other requirements

* While there are no mandatory qualifications, a relevant Finance qualification would be well regarded
* In accordance with HR Policy B1, it is a mandatory condition of employment for this role to be vaccinated against, and remain vaccinated against:
	+ Measles
	+ Mumps
	+ Rubella
	+ Varicella (chicken pox)
	+ Pertussis (whooping cough),
	+ Hepatitis B
* Further vaccinations may be required due to particular risks for a role;
	+ Hepatitis A: Healthcare workers who regularly provide care for Aboriginal and Torres Strait Islander children and plumbers or sewerage workers.
	+ Tuberculosis: All new employees, including agency nurses and doctors, who will be working in clinical areas and students undergoing clinical placement in a Queensland Health facility must be assessed for their risk of Tuberculosis (TB) using the relevant TB risk assessment process.
	+ Influenza: Roles that work in an Aged Care Facility in accordance with the Aged Care Direction (No.5)
* Your offer of appointment to this role is therefore conditional upon satisfactory documentary evidence of required vaccinations/immunity being provided prior to commencement and your consent and agreement to maintain vaccination as required by Queensland Health policy.

# How you will be assessed?

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under ‘Your Role’, the ideal applicant will be someone who can demonstrate the following:

* Well-developed interpersonal and communication skills with all levels of hospital staff, the public and ability to deal with sensitive and confidential matters appropriately.
* Ability to set realistic work goals and establish work priorities appropriate to meeting deadlines and commitments.
* Proven ability to extract data from Financial and Human Resource Management data systems and interpret, present and make recommendations on information effectively.
* Ability to communicate in a tactful and confidential manner with clients and staff of all levels.
* Knowledge of relevant legislations and guidelines applicable to the areas of financial management and revenue retention.

# Your application

Please provide the following information to the panel to assess your suitability:

* Your current CV or resume, including the names and contact details of 2 referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor
* A short response (maximum 2 pages) on how your experience, abilities, knowledge and personal qualities are relevant for the role, taking into account the key responsibilities and key attributes of the position.

# Additional Information

* Applications will remain current for 12 months/the duration of the vacancy
* Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process
* Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a Blue Card, unless otherwise exempt
* Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment
* All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities
* Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <http://www.psc.qld.gov.au/library/document/policy/lobbyist-disclosure-policy.pdf>
* Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the *Workers’ Compensation and Rehabilitation Act 2003* ([http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-](http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003) [and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003](http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003)

# ORGANISATIONAL CHART:

*Office of the Chief Finance Officer, Finance Department, North West Hospital and Health Service.*

|  |
| --- |
| BoardNorth West Hospital and Health Board |
|  |  |
| Health Service Chief Executive North West Hospital and Health Service |
|  |  |
| Chief Finance OfficerNorth West Hospital and Health Service |
|  |  |
| Director of Finance (AO8) Finance Department |
|  |  |
| Management Accountant (AO6) Finance Department |
|  |  |
| **Nursing Finance Officer (AO4) Finance Department** |