



Role Description

Job Ad Reference	H24CHQ575485	Classification	PO4
Role title	Management Accountant – Budget Controller	Salary	\$114 960 - \$123 812 p.a.
Status	Temporary Full Time for 12 months (possible extension)	Closing date	15 July 2024
Unit/Branch	Finance		
Division/ Hospital and Health Service	Children's Health Queensland Hospital and Health Service	Contact Name	Samantha McGee, Finance Manager, Corporate & Budget Control
Location	South Brisbane	Contact Number	07 3069 7168

About Children's Health Queensland Hospital and Health Service

Children's Health Queensland Hospital and Health Service (CHQ HHS) is a recognised leader in paediatric healthcare, teaching and research. With a dedicated team of more than 4,500 people, our point of difference is in the way we provide care to children, young people and their families every day. This is through our steadfast commitment to providing patient and family-centred care at every level of our service and our continuous drive for service and operational excellence.

Our Vision

Leading life-changing care for children and young people - for a healthier tomorrow.

Our Purpose

To offer the best: safe, expert, accessible child and family-centred care for children and young people.

Our Values

Respect – teamwork, listening, support - *We listen to others*

Integrity – trust, honesty, accountability - *We do the right thing*

Care – compassion, safety, excellence - *We look after each other*

Imagination – creativity, innovation, research - *We dream big*

For further information please visit the [CHQ HHS](#) website.

Your Opportunity

The position of Management Accountant – Budget Controller is to:

- Coordinate the organisational budget management functions within Children's Health Queensland encompassing the facilitation of the internal and external budget management process, annual and long-term forecasting, external (including Treasury) reporting and funding assessments in order to effectively support compliance and performance.
- Undertake management accounting functions for CHQ's Centrally Managed Division encompassing budget management and forecasting, performance reporting and analysis.

Your Role and Responsibilities

You will fulfil the accountabilities of this role in accordance with the CHQ HHS core values and as outlined below.

- The Management Accountant – Budget Controller reports to the Manager, Budget Management and Corporate Reporting and is part of a designated corporate budget management and forecasting team required to maintain contemporary practical knowledge of performance reporting, forecasting and budgeting practices, including activity based funding, and financial management policies and procedures, to ensure the organisation has effective financial governance in order to comply with regulatory and legislative requirements.
- Support the Manager, Budget Management and Corporate Reporting in the planning and coordination of the annual budget processes aligning the Department of Health's Service Agreement and Children's Health Queensland HHS strategic financial plan. This includes the system administration function of CHQ HHS budget ledger (BPT), maintenance and enhancement of budget guidelines and work instructions, maintenance of department funding model reconciled to current Department of Health's service agreement funding amounts, and maintenance of approved budgets uploaded into Department of Health's Enterprise system (S/4HANA).
- Ensure Children's Health Queensland HHS cost centre annual budget papers and reports including operating, research and general trust funds are prepared in accordance within prescribed CHQ Budget Guidelines and timeframes. This includes the development and management of effective budget governance systems to ensure integrity and accuracy of budget build completion in a consistent and standard manner.
- Support the Manager, Corporate Reporting and Budgets in Children's Health Queensland HHS budget estimates and reporting process as required by Department of Health and Queensland Treasury, in alignment with the Children's Health Queensland HHS annual budget process. This includes the processing management of the approved budget estimate financial positions into the Queensland Treasury financial system (Tridata).
- Support the Manager, Corporate Reporting and Budgets in the production of accurate, insightful, concise and timely high-level performance reporting, including Board, Department of Health, and Executive Leadership Team reports, analysis of divisional level forecasts and annual budget reports.
- Manage the CHQ HHS Divisional funding allocation with the Department of Health's service agreement funding including reconciliation and analysis of amendment window funding movements and special purpose program funds.
- Provide functional expertise for the Children's Health Queensland HHS internal budget allocation processing compliance in line with the Department of Health funding allocations and distribution procedures. This includes the management of the Children's Health Queensland recurrent amendment window process in accordance with the DoH service agreement budget management guidelines, including facilitation of the internal claims and funding allocations.

- Prepare the Centrally Managed Division cost centre annual budgets and full year forecasts and maintain budget papers and performance report in accordance within prescribed CHQ Budget Guidelines requirements and timeframes.
- Provide technical expertise for performance reporting, budgeting and forecasting functions to CHQ HHS senior finance management. Also identify, analyse and report key financial sustainability issues to the Manager, Corporate Reporting and Budgets and Director Management Accounting, working together to actively manage and resolve these issues.
- Support the Manager, Corporate Reporting and Budgets in the development and administration of HHS annual and long-term forecasting models.
- Promotes continued professional development of cost centre managers in financial management functions via informal and formal training programs.
- Makes a positive contribution in a high performing client-focussed management accounting team that achieves consistent high-quality results within tight timeframes.
- Highly developed skills and practical expertise in contemporary enterprise wide financial management applications and Microsoft Office products relevant to management accounting functions.
- Proactively identify system and process improvements and lead and/or undertake change management initiatives to achieve agreed outcomes.
- Actively participate in a working environment supporting quality human resources management practices including employment equity, anti-discrimination, occupational health and safety, and ethical behaviour.
- Undertake other activities and tasks as directed by Manager, Corporate Reporting and Budgets.

Position Reports To

- Manager, Corporate Reporting and Budget Management

Staffing and Budgetary Responsibilities

- The position has no for financial and human resources delegations in accordance with the CHQ HHS Delegations Manual.

Qualifications/Professional Registration/Other Requirements

- Relevant tertiary qualification in Accounting, Commerce and/or Business is mandatory.
- Associated relevant professional registration (e.g. CPA, CIMA or ICA qualified) is highly desirable.
- Appointment to this position requires certified proof of qualification and registration or membership with the appropriate registration authority or association.
- Relevant management accounting experience within a large healthcare organisation or large complex service organisation is highly desirable.
- Queensland Health has a pre-engagement screening policy that is another step towards protecting patients, employees and the wider community.
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
 - measles, mumps, rubella (MMR)
 - varicella (chicken pox)
 - pertussis (whooping cough)
 - hepatitis B

- tuberculosis

How will you be assessed?

You will be assessed on your ability to demonstrate the following key attributes against our [values](#). Within the context of the **'Your Role and Responsibilities'** described above, the ideal applicant will be able to demonstrate the following:

- Demonstrated high level knowledge and practical ability in effective budget management including the management of the annual budget development process, effective monitoring and analysis of budget performance, annual and long-term forecasting, and facilitation of internal funding allocations within strict timeframes.
- Demonstrated expertise in the use of innovative information management technology and contemporary enterprise wide financial management applications supporting insightful and timely financial performance reporting for Executive Management and Board audiences.
- Demonstrated experience in effectively facilitating continuous improvement programs and initiatives in the areas of performance reporting, budgeting, and forecasting.
- Demonstrated experience in the effective delivery in performance reporting, variance analysis, budgeting, and forecasting functions within large healthcare organisation or large complex service organisation within strict monthly timeframes.
- Demonstrated ability to provide effective advice and recommendations regarding reporting, funding, budgeting, and forecasting functions in a complex and multidisciplinary Hospital and Health Service.

Your Application

Please provide the following information for the Selection Panel to assess your suitability:

1. **A written response, of no more than 2 pages**, addressing your ability to meet the requirements of the role listed under 'How will you be assessed?' and within the context of the 'role and responsibilities'.
2. **Your current CV or resume**, including two referees that can attest to your performance and conduct in the workplace. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is highly preferable to include your current/immediate/past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.
3. **Application form** (only required if not applying online).

Additional Information for Applicants

- For details regarding salary information, leave entitlements, flexible working arrangements and other benefits please refer to the attached Applicant Information and Guide or visit the [Queensland Health](#) website.
- All relevant health professionals (including registered nurses and medical officers) 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.
- Pre-employment screening, including criminal history and disciplinary 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.
- Employees who are permanently appointed to CHQ HHS may be required to undertake a period of probation appropriate to the appointment.

- Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment. Details are available at the [Public Service Commission Lobbyist Disclosure Policy](#)
- 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](#).
- Hepatitis B vaccination or proof that you are not susceptible to hepatitis B is a condition of employment for all staff that will have direct contact with patients of who in the course of their work may be exposed to bodily fluids/blood or contaminated sharps.
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
 - measles, mumps, rubella (MMR)
 - varicella (chicken pox)
 - pertussis (whooping cough)
 - hepatitis B
 - tuberculosis

NOTE that subsequent evidence must be provided of future vaccination in respect of pertussis (whooping cough) as recommended in *The Australian Immunisation Handbook*.

- Travel may be a requirement.
- Applications will remain current for 12 months and may be considered for other vacancies which may include an alternative employment basis (temporary, full time, part time).