

Position Title: Finance Systems Analyst

Campus: All

Directorate: Corporate Services

Department: Finance

Reporting to: Manager – Finance Systems

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Admin Grade 4 (HS4)

Enterprise Agreement: Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The position reports to the Manager – Finance Systems and will play a key role in the maintenance and enhancement of financial systems within Grampians Health.

We are looking for a talented and detail-oriented analyst with proven experience in information management systems and project support. The successful candidate will be adept at analysing and documenting business processes, assisting with project delivery, and working across diverse stakeholder groups.

The role requires strong understanding of ERP systems, excellent organisational skills, a keen eye for detail, and the ability to manage and prioritise multiple tasks in a dynamic environment.

KEY ACCOUNTABILITIES

- Serve as the first point of contact for internal staff, providing support and maintenance for existing systems.
- Management and coordination of the Finance Systems Help Desk, following all incidents and problems through to resolution
- Investigate system errors or discrepancies, working closely with internal teams and vendors to identify root causes and implement appropriate solutions
- Supporting the coordination of staff training of new and existing systems, including Epicor and Precise ARM
- Identify areas for system improvements and collaborate with key stakeholders to implement system enhancements including documentation of business processes
- Assist in the development and maintenance of financial reports, dashboards, and analytics to support management decision-making and financial analysis using Power BI or SQL Server
- Participate in system testing, user acceptance testing (UAT), and validation to ensure system upgrade and patches align with business requirements and function as intended
- Maintain good working relationships with software providers to ensure key performance indicators are achieved
- Perform regular system audits and reviews to ensure data integrity, system performance, and security
- Participate in staff development and training as required.
- Participate in team, departmental meeting and organisation meetings as required.
- Contribute to maintaining workflows, processes, policies and procedures
- Completion of a number of month-end tasks as required
- Ad hoc duties as directed by management

KEY SELECTION CRITERIA

Qualifications and experience

- Bachelor's degree in finance, accounting, information systems, or related field or equivalent workplace experience

Technical/Professional Knowledge and Skills

- Strong understanding of financial processes, accounting principles, internal controls and system implementation and SQL Server is **desirable**.
- Experience using financial systems, such as ERP software (e.g. SAP, Oracle, Epicor), financial reporting tools and data visualisation tools (E.g. Power BI, Magiq) is **essential**.
- Excellent analytical and problem-solving skills, with the ability to identify and resolve issues effectively.
- Excellent communication and collaboration skills
- Attention to detail and a commitment to maintaining accuracy and integrity
- Ability to adapt to changing technologies

KEY PERFORMANCE INDICATORS

- Completion of month end requirements within prescribed timeframes
- No internal or external audit exceptions
- Demonstrated contribution to the development of financial policies, procedures, systems and processes
- Demonstrated contribution to the development of staff
- Ensuring user access changes are actioned in a timely manner
- Ensuring strong security controls are implemented across GH finance systems

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.