

Finance Manager

Title: Finance Manager	Reporting To: CFO
Business Unit: CFO Portfolio	Classification: Grade 6

Position Purpose:

Oral Health Victoria (OHV and formerly Dental Health Services Victoria) is the leading public oral health agency in Victoria. We aim to improve the oral health of all Victorians, particularly vulnerable groups, and those most in need. OHV is funded by the State Government to provide clinical dental services to eligible Victorians. As trusted advisors in public oral health policy and program and guideline development, we continue to contribute to improving oral health in our communities. The portfolio of the Chief Finance Officer (CFO) includes finance, payroll, logistics, facilities, legal, risk and technical services support.

As part of the CFO Portfolio, the Finance Manager is responsible for ensuring the accuracy of all financial and statutory accounting processes and for providing regulatory and legislative financial reporting in line with Dental Health Services Victoria's strategic goals and objectives. The position plays a critical role in supporting the organisation through reliable financial information, timely financial operations processing, financial sustainability, optimisation of resources and continuous improvement initiatives.

The Finance Manager works closely with key internal and external stakeholders including Audit and Risk and Finance Committees, external and internal auditors and internal staff, to ensure financial accounting aligns with organisational priorities, regulatory obligations and best practice standards.

Role Accountabilities:

- Ensure all financial operations functions (including accounts payable, accounts receivable, banking and financial accounting) are delivered in accordance with OHV policies and Ministerial directions.
- Responsible for the integrity of the general ledger, including the Fixed Asset Register
- Ensure compliance with agreed reporting requirements, including BAS, GST and FBT returns.
- The preparation of timely financial reports, provision of advice on the impact of ledger adjustments and ensuring accuracy of financial system.
- Provide payroll oversight and support, ensuring payroll operations are delivered accurately and relevant compliance reporting
- Provide high level policy and operational advice to the CFO on financial accounting issues and practices including AASB, Financial Reporting Directions and financial governance.
- Develop and maintain sound financial processes and procedures, specifically for the finance

operations areas of AP, AR, banking and payroll, to ensure the effective operations of OHV. Responsible for delivery of operational finance functions.

- Manage working capital, including the preparation of projections, to ensure DHSV has adequate funds available to meet operational and capital requirements, reporting any areas of concern in a timely manner.
- Responsible to lead the provision of accurate and timely reports, including associated explanatory commentary, and other requests for information to the Department of Health, Department of Treasury & Finance and other government entities in accordance with their mandated timelines.
- Responsible for the preparation of month end accounts and the Annual Financial Statements in accordance with Generally Accepted Accounting Principles, Standing Directions and Financial Reporting Directions ensuring accuracy of information and timeliness including taking lead role with External Auditors.
- Take a lead role in supporting the internal and external audit programs in respect of all matters, ensuring auditors have appropriate access to staff and accounting records and that privacy and confidentiality are maintained. Ensure all internal and external audit findings and recommendations relating to your work area are implemented in accordance with the estimated timelines.
- Lead role in Financial Management Compliance Framework reporting and attestation process

Systems, Change management, Optimisation & Continuous Improvement

- Lead process improvement initiatives within the finance function, with support from the financial systems team for initiative delivery
- Lead the actions required to embed quick wins and process improvements which need team support and change management
- Support optimisation of current financial and payroll systems.
- Use data analytics and reporting tools to support the organisation to drive decision-making.
- Lead the change management process for relevant teams, embedding transformation and optimisation for process and systems
- Deliver cost optimisation initiatives and measurable operational efficiencies.

Leadership & Workforce Management

- Lead, coach and develop a high-performing team within the CFO portfolio.
- Foster a culture of accountability, customer service, safety and continuous improvement.
- Manage workforce planning, capability development and performance reviews.
- Promote collaboration between operational, clinical and corporate teams.

Governance, Risk & Compliance

- Ensure compliance with health service policies, procurement regulations and accreditation requirements.
- Maintain safe work practices and compliance with occupational health and safety obligations.
- Monitor and mitigate supply chain risks including shortages, disruptions and supplier dependency.
- Ensure audit readiness and compliance with internal control frameworks.

Other items

- Support the Executive team with ad hoc requests as required.

Generic

- Model behaviours that demonstrate the Victorian Public Sector and OHV values in all aspects of work.
- Undertake continuous professional learning and development to ensure current competence including any prescribed training in safety and quality.
- Participate in myPathway ensuring goals are signed off and reviewed.
- Demonstrate and promote a proactive commitment to health & safety, well-being and the work environment by actively participating in the ongoing identification and prevention of risks.
- Maintain client privacy and confidentiality in accordance with organisational procedures and policies.
- Demonstrate and promote a proactive commitment to health & safety, well-being and the environment by actively participating in the ongoing identification and prevention of risks

Role requirements:

Knowledge Mandatory: • Relevant tertiary qualification in finance, accounting, business or a related field • CPA, CA or CIMA membership essential • Experience in operations leadership within healthcare and/or a complex service environment. • Strong knowledge of financial software tools and proficiency in MS Office suite of programs, including AI • Strong financial, technical and commercial acumen in managing financial operations. • Experience leading teams and driving organisational change. • Highly developed stakeholder engagement and communication skills. • Strong analytical, problem-solving and decision-making capability. Desirable: • Knowledge of OHV and public oral health • Knowledge of public health and government health services legislation, regulations and policies • Knowledge of Freedom of Information and Privacy Acts and processes in relation to payroll data	Experience Mandatory: • Minimum of 5-8 years experience in managing and leading end to end finance function • Experience managing a team and stakeholders with a focus on relationship building, collaborating and managing the expectations and providing an outcome that benefits the organisation • Experience in managing multiple priorities/projects • Experience in leading a team through change Personal Attributes: • Results driven • Leadership with teams • Highly organised with strong attention to detail • Self-starter • Authentic and respectful • Change leader • Collaborative team player • Passion for results Behavioural Competencies: • Adaptability • Building Trust and Collaboration • Leading Team Success • Decision Making • Quality Orientation/Initiating action • Managing Workload and delivering outcomes
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