

Deputy Chief Financial Officer

Position Description

Date: March 2015

Job Title : Deputy Chief Financial Officer

Department : Corporate Services

Location : Based at Takapuna but includes working from any of the DHB sites/premises

Reporting To : Chief Financial Officer (CFO)

Direct Reports :

Functional Relationships with : Internal

- Chief Executive Officer (CEO)
- Chief Financial Officer (CFO)
- Chief Medical Officer (CMO)
- Waitemata DHB Executive Leadership Team
- Corporate Group Finance Manager
- Operation Finance and Planning Manager
- Chief Information Officer
- Corporate Risk Manager
- Waitemata DHB (WDHB) Finance Managers
- Capital Operations and Planning Manager
- healthAlliance (Finance, Procurement, Purchasing, Inwards Goods, IT/IS, Business Solutions)
- Director of Nursing & Midwifery
- Clinical Directors
- Communications Manager
- WDHB staff
- WDHB Capital/Asset related committees, including Capital Asset Management & Planning (CAMP) committee

External

- Other District Health Boards
- Ministry of Health
- Health Alliance
- Waitemata DHB providers
- WDHB Consultants/Professional Advisors
- Internal and External Auditors
- DHB Shared Agencies (NRA, HBL)
- Appropriate national, regional & local organisations
- Financial services counterparts in Auckland DHB

Purpose : The position of Deputy Chief Financial Officer encompasses the following major functions or key result areas:

- Providing key financial and business leadership to the CFO and ELT

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- Providing a second in charge function to the CFO, deputizing as required
- Taking a financial lead in significant cross organisational business cases and long term planning
- Managing key relationships with Govt. depts.; Funding and Planning teams WDHB/ADHB; Healthalliance; HBL; and WDHB corporate and provider arm services
- Providing financial leadership to the business in all significant transformational processes.
- Ensuring all significant financial and business papers/reports coming out of the office of the CFO meet the highest quality standards
- Maintaining and providing a “whole organisation” business perspective to the CFO; the Finance Managers; and the wider organization
- Ensures appropriate Internal Controls are maintained within the organization and its support companies.
- Taking the lead on all internal and external audit recommendations and relationships.
- Taking the lead on the management of risk.

The outcome requirements of the above key responsibility areas are outlined below:

KEY TASKS	EXPECTED OUTCOMES
Leadership	<ul style="list-style-type: none"> • Provide leadership and be a role model to all members of the CFO team. • Provide professional and managerial leadership to the CFO team as delegated by the CFO. • When required, act with the delegated authority of the CFO as directed (2iC role). • Be a member of the Senior Leadership Team of the Chief Financial Officer and when required, lead this team.
Team Management	<ul style="list-style-type: none"> • Ensure the service culture is consistent with the values of WDHB and maintain the highest levels of customer focus and integrity. • Lead change and innovation that promotes service improvement. • Manage the teams’ resource allocation of space, people, and finances within budgeted parameters. • Recruiting, developing and retaining staff with

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KEY TASKS	EXPECTED OUTCOMES
	<p>a focus on high performance individuals.</p> <ul style="list-style-type: none"> • Develop a communication and alignment process to ensure all staff are clear of their roles and deliverables. • Develop and maintain effective team processes for communication, constructive debate, conflict resolution, identifying innovation opportunities and joint problem solving. • Utilise expert financial knowledge and skills to assist staff working with complex issues. • Assist staff to resolve ethical and professional issues. • Establish standards of financial and accounting practice/protocols/policies. • Participate in the recruitment and selection of staff as required and develop a comprehensive induction plan. • Co-ordinate timely and effective performance management of staff. • Ensure Individual Development Plans are developed and implemented for all direct reports. • Facilitate regular staff meetings.
Financial/ Business Management	<ul style="list-style-type: none"> • Responsible for ensuring robust financial and business policies exist and are regularly updated, • Provide a quality overview for the financial component of all monthly and annual reports that are the responsibility of the office of CFO, • Responsible for the financial quality aspects of all major, cross organisational business cases. • Representative of the office of CFO on all significant long term planning and business transformation initiatives as directed. • Manage key relationships and interfaces with MoH; hA; HBL; ADHB, Northland DHB and Counties Manukau DHB. • Responsible for co-ordinating discussions between the funder and provider and communicating IDF and Price/volume decisions to the provider arm. • Responsible for co-ordination and reporting of revenue streams to the organisation including Trust revenue. • Responsible for managing WDHB's relationship with Treasury. • Responsible for the management of the organisation's insurance.
Relationship with Auckland DHB	<ul style="list-style-type: none"> • Actively engages in working collaboratively with Auckland DHB in the achievement of joint objectives as determined

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KEY TASKS	EXPECTED OUTCOMES
Statutory & Treaty of Waitangi obligations	<ul style="list-style-type: none"> ▪ Ensures the professional and political integrity of WDHB by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive. ▪ Shows sensitivity to cultural complexity in the workforce and patient population
To recognise Individual Responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992	<ul style="list-style-type: none"> • Company health and safety policies are read and understood and relevant procedures applied to their own work activities • Workplace hazards are identified and reported, including self management of hazards where appropriate • Can identify health and safety representative for area
Reporting	<ul style="list-style-type: none"> • Provide input required for reporting to the WDHB Board and Committees within agreed timeframes.
Financial controls / Audit	<ul style="list-style-type: none"> • Ensures organisation financial controls are appropriate and operate efficiently • Manages year and Annual report processes, including liaison with external and internal auditors • Manages all recommendations from auditors and ensure all agreed recommendations are implemented in a timely manner
Other Responsibilities	<p>Provide any other business analysis and support to the Corporate Group or other DHB service groups as directed by the CFO including but not limited to:</p> <ul style="list-style-type: none"> • Providing input into, or conducting or reviewing costing exercises for business cases, capital proposals, service transfers or service reviews to inform business case development. • Participating in capital project reviews post implementation • Participating in any benchmarking exercises as required. • Providing training or input into training materials for capital related topics. • Providing mentoring for Finance and Project Accounting staff as required
Requirements	<ul style="list-style-type: none"> • Appropriate Commercial/Accounting qualification, preferably CA, ACA or equivalent. • Advanced practical knowledge of MS Office Suite and accounting/finance/project packages with preference for ORACLE experience. • Highly organized and proactive person who can self manage with hands-on practical

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KEY TASKS	EXPECTED OUTCOMES
	<p>approach to all tasks and strong attention to detail.</p> <ul style="list-style-type: none"> • Positive, can do attitude and an ability to work under pressure, handle multiple tasks and meet deadlines. • Ability to establish and maintain good working relationships with all stakeholders.

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities can be amended from time to time either by additional, deletion or straight amendment by the Director of Strategic Operations to meet any changing conditions.

Behavioural Competencies

Adheres to Waitemata District Health Boards 4 Organisational Values of:

“everyone matters”

Every single person matters, whether a patient / client, family member or a staff member

“with compassion”

We see our work in health as a vocation and more than a job, We are aware of the suffering of these entrusted to our care. We are driven by a desire to relieve that suffering. This philosophy drives our caring approach and means we will strive to do everything we can to relieve suffering and promote wellness.

“connected”

We need to be connected with our community. We need to be connected within our organisation – across disciplines and teams. This is to ensure care is seamless and integrated to achieve the best possible health outcomes for our patients/clients and their families.

“better, best, brilliant”

We seek continuous improvement in everything we do. We will become the national leader in health care delivery.

Behavioural Competencies	Behaviour Demonstrated
Communicates and Works Co-operatively	<ul style="list-style-type: none"> • Actively looks for ways to collaborate with and assist others to improve the experience of the healthcare workforce, patients & their families and the community & Iwi.
Is Committed to Learning	<ul style="list-style-type: none"> • Proactively follows up development needs and learning opportunities for oneself and direct reports.
Is Transparent	<ul style="list-style-type: none"> • Communicates openly and engages widely across the organisation. • Enacts agreed decisions with integrity.
Is Customer Focused	<ul style="list-style-type: none"> • Responds to peoples needs appropriately and with effective results • Identifies opportunities for innovation and improvement
Works in Partnership to Reduce Inequality in	<p>Works in a way that:</p> <ul style="list-style-type: none"> • Demonstrates awareness of partnership obligations under the

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Behavioural Competencies	Behaviour Demonstrated
Outcomes	<p>Treaty of Waitangi.</p> <ul style="list-style-type: none"> Shows sensitivity to cultural complexity in the workforce and patient population. Ensures service provision that does not vary because of peoples' personal characteristics.
Improves health	<ul style="list-style-type: none"> Work practices show a concern for the promotion of health and well-being for self and others.
Prevents Harm	<ul style="list-style-type: none"> Follows policies and guidelines designed to prevent harm. Acts to ensure the safety of themselves and others.

Note: *This job description forms part of an individual's contract of employment with WDHB and must be attached to that contract.*

PERSON SPECIFICATION

POSITION TITLE: Deputy Chief Financial Officer

	Minimum (Essential)	Preferred (Desired)
Qualification	<p>Undergraduate degree/diploma or professional qualification.</p> <p>Understanding of the Government's health funding framework and priorities and the impacts of these on the DHB</p> <p>Excellence in the management and delivery of financial systems within the Health Sector.</p> <p>Extensive financial health management experience and a proven track record of effectiveness and delivery.</p> <p>Experience and strong evidence of an ability to develop a culture of innovation, performance and transparency focused on the customer.</p>	<p>Post graduate studies in a discipline relevant</p> <p>Previous experience as a finance executive or similar general management role at a senior level</p> <p>Practical knowledge of the application of the principles of the Treaty of Waitangi within a health setting</p>
Experience	<p>Demonstrated successful experience in management at a senior level, including:</p> <p>Experience at a senior level in managing complex strategic operational issues.</p>	

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	<p>Performance and outcome focused within tight budget and timeframes.</p> <p>Experience in the interface between strategic development and operational delivery</p> <p>Experience and ability in specialized capital and asset planning</p> <p>Experience in the development, implementation and delivery of a range of specialist services</p> <p>Experience in leading and developing a team approach in a multi-disciplinary environment</p> <p>Experience in workforce planning and management.</p> <p>Experience and understanding of change management processes.</p> <p>Experience in creating a learning organisation.</p> <p>Experience in the Governments Better Business case process</p>	
<p>Skills/Knowledge/Behaviour</p>	<p><i>Strategic Leadership</i> - Identifies a desired future state, aligns people in a common direction, establishes visible goals and reinforces behaviour through systems and rewards. Through leadership and effective management practices ensure day to day operations, within your responsibility, are carried out in a manner that enables the Waitemata District Health Board to meet its contractual and legal obligations. Has a track record of delivering measurable results.</p> <p><i>Organisational Awareness</i> - Monitors organisational systems, issues, culture, and the impact of decisions on other parts of the organization. Acts on problems and opportunities.</p> <p><i>Communication</i> - Advanced written and verbal communication skills. Formal presentation skills. Ability to logically structure and convey ideas in a short time.</p> <p><i>Initiative</i> - Proactively works to achieve goals beyond what is required.</p> <p><i>Judgement</i> - Quickly assimilates disparate information and makes rational decisions based on logical assumptions and factual information that take into account organisational priorities, available resources, and values.</p> <p><i>Flexibility</i> – Ability to work across a range of disciplines and apply a</p>	

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	<p>range of specialist skills to a variety of situations</p> <p><i>Technical/Professional Knowledge</i> - Demonstrates a high level of current technical and professional skills, knowledge and experience, preferably with capabilities wider than a single specialty.</p> <p><i>Personal Attributes:</i></p> <ul style="list-style-type: none"> • Outcome focus • Performance Driven • Quality and service driven • Team Oriented • Self motivated
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Personal Characteristics

- Focussed on CFO requirements
- Strong planning and financial skills
- A team player with the ability to motivate and coach people
- A leadership style that develops trust and respect
- Intelligent, logical and quick to learn with the ability to be proactive, think through issues and identify solutions.
- Generates trust and is totally discreet, able to work in a collaborative and supportive manner
- Strong relationship skills
- Ability to build and maintain effective interpersonal relationships and effective communication skills
- Resourceful and resilient; able to cope under pressure.
- Ability to resolve conflict and make decisions
- The ability to challenge and question the 'status quo' (i.e. processes and systems) and facilitate the development of innovative and workable performance improvements
- Sets the highest ethical and professional standards and leads by example in all interactions.