

Position Description

Position title:	Finance Business Partner
Department:	Finance
Classification:	Admin Officer Grade 7 Level 1 – 5 (AO75)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2025-2027
Reporting to:	Manager - Finance Business Partnering

About us

Located in Melbourne on the traditional lands of the Wurundjeri and Boonwurrung people, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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About the department/unit

The Finance department brings a commercial perspective to business decision making and supports the Royal Women's business performance by providing the appropriate financial and business information and advice, as well as driving the organisation's business risk management program.

Position purpose

The Finance Business Partner provides high-level strategic financial leadership and expert commercial advice across designated portfolios, partnering with Executive Directors, Directors and senior leaders to support organisational performance, financial sustainability, and achievement of strategic objectives. The role exercises significant professional judgement in the provision of financial analysis, business planning, resource allocation, service redesign, and investment decision-making, whilst contributing to organisational-wide financial governance, performance improvement, and long-term financial strategy. The Finance Business Partner reports to the Manager – Finance Business Partnering.

Key responsibilities

- Be responsible for all areas relating to financial and operational performance analysis planning and reporting for the assigned business units.
- Timely and accurate financial and operational reporting, including concise and insightful commentary explaining key movements and trends against budget each month and linking financial results to activity.
- Provide financial advice and support in the development of internal business case proposals, including financial modelling, validation of assumption and rationale.
- Present the financial results to senior leaders at monthly performance meetings including outlining key risks and opportunities and ensuring appropriate mitigation strategies.
- Adherence to the annual budget development timetable, ensuring the effective facilitation of the organisation's annual budget.
- Adherence to month end and year end schedules.
- The ability to forge and maintain relationships with hospital stakeholders.
- Work across the organisation to identify revenue optimisation opportunities and cost saving initiatives and assist in the implementation and monitoring of new initiatives.
- Drive and support continuous improvement within the role and across the wider finance team and organisation.
- Any other tasks and duties as outlined by Manager – Finance Business Partnering.

Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position listed above. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to this position.

Key selection criteria

Essential

- ACA or CPA accreditation essential.
- Minimum three years' experience working as Finance Business Partner or similar role, preferably within the Victorian public health sector or other similar complex organisation.
- Demonstrated experience in managing annual budgeting and forecasting process.
- Demonstrated experience in achieving team outcomes working within tight timeframes.

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- Proven ability to influence and engage with senior stakeholders to support effective decision-making.
- Strong analytical, problem-solving, and report-writing skills, with the ability to communicate financial insights in a clear and meaningful way.

Attributes

- Excellent analytical and critical thinking skills
- Strong interpersonal and communication skills (verbal and written)
- Attention to detail.
- The ability to adapt to, promote and support change.
- Advanced client engagement/stakeholder management
- Demonstrated ability to inspire the confidence and trust of staff.
- Embodies the Women's values of courage, passion, discovery and respect
- "Can do" and flexible approach
- Balancing competing and conflicting priorities
- Time management and prioritising
- Professional demeanour

Organisational relationships

Internal relationships

- Manager – Finance Business Partnering
- Director - Finance
- Chief Financial Officer
- Finance team
- Clinical and Executive Directors
- Program and Cost Centre Managers

External relationships

- Department of Health and Hospitals Victoria
- Local Health Network (LHN) and State-wide peers
- Internal and External Auditors
- External service providers

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Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	N/A
Sitting – remaining in a seated position to complete tasks	Frequency
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type even, vinyl, carpet,	Occasional
Lean forward/forward flexion from waist to complete tasks	Rare
Trunk twisting – turning from the waist to complete tasks	Rare
Kneeling – remaining in a kneeling position to complete tasks	N/A
Squatting/crouching – adopting these postures to complete tasks	N/A
Leg/foot movement to operate equipment	N/A
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Rare
Lifting/carrying – light lifting and carrying less than 5 kilos	Rare
– Moderate lifting and carrying 5 – 10 kilos	N/A
– Heavy lifting and carrying – 10 – 20 kilos.	N/A
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Rare
– moderate push / pull forces 10 – 20 kg	N/A
– heavy push / pull forces over 20 kg	N/A
Reaching – arm fully extended forward or raised above shoulder	Rare
Head/neck postures – holding head in a position other than neutral (facing forward)	Rare
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Frequent
– Gripping, holding, twisting, clasping with fingers/hands	Frequent
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	N/A
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Frequent
Hearing – use of hearing is an integral part of work performance	Frequent
Touch – use of touch is integral to most tasks completed each shift	N/A
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	N/A
Problem solving issues associated with clinical and non-clinical care	Frequent
Working with distressed people and families	N/A
Dealing with aggressive and uncooperative people	N/A
Dealing with unpredictable behaviour	N/A
Exposure to distressing situations	N/A

Definitions used to quantify frequency of tasks/demands as above

Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

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Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a national Police Check.
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

Vaccination requirements

COVID-19 vaccination

All employees are required to provide evidence of being fully vaccinated for COVID-19 or provide evidence from a medical practitioner certifying that an exception applies related to a contraindication to the administration of the COVID-19 vaccination.

Influenza and other vaccination and screening

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

As this role does not have direct patient contact, employees are strongly encouraged (although not required) to be vaccinated against influenza. There are no additional vaccination requirements.

Declaration

By accepting this position description electronically, I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: October 2026

Developed by: Manager – Finance Business Partnering

Date of next review: October 2027

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