

POSITION DESCRIPTION

POSITION: Finance Associate, Live Life Disability Service

RESPONSIBLE TO: Finance Manager, Mental Health, Addictions & Live Life Disability

Health New Zealand | Te Whatu Ora Nelson Marlborough

Our vision | Tō tātou manako: All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

Our mission | Tō tātou kaupapa: Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

Our Values – Ō tātou whanonga pono

Respect | Manaakitanga: We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hāpori, kaimahi hoki.*

Innovation | Auaha: We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākonga, me ngā mahi ki tēnei hāpori.*

Teamwork | Whakarāmemene: We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaupupuni hauora katoa.*

Integrity | Ngākau tapatahi: We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

PURPOSE OF THE POSITION

The role of the Finance Associate Live Life Disability Support is a key support to the Finance Manager, Mental Health & Live Life Disability Support and is responsible for partnering with the Finance Manager, Mental Health & Live Life Disability Support to provide a range of financial management advice to the General Manager of Live Life Disability Support and the wider Live Life Disability Support team.

The Finance Associate Live Life Disability Support (LLDS) will have a strong interaction with internal stakeholders and is instrumental in ensuring that Health New Zealand's (HNZ) financial information is accurate, complete and provided in a timely manner. They will assist to foster a positive culture for HNZ's financial business partnering team to ensure the delivery of financial management activities is service-centric and customer-focussed, efficiently run, value-adding, and meets the needs of the organisation.

This role also has an important responsibility in regard to responsibility that is relatively unique to LLDS. This role requires the development and support for processes to ensure financial responsibility from service user level all the way through to senior management. It also carries responsibility in contract management directly with our funders. This includes but is not limited to the Ministry of Health, ACC, Ministry of Social Development, HNZ and others. This role carries with it responsibility to ensure contract requirements are understood, reported on and are linked to organisational financial processes.

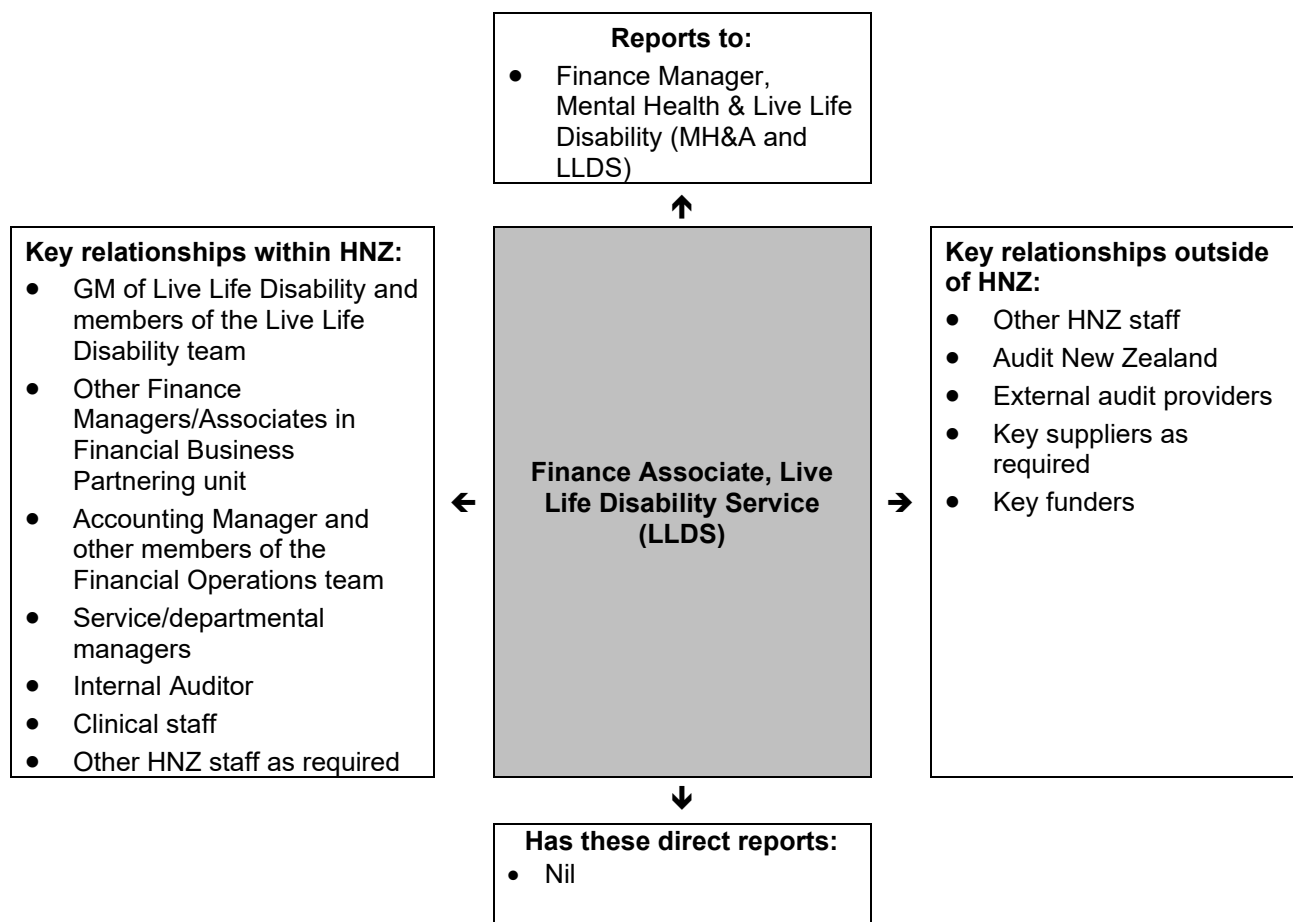
SERVICE RESPONSIBILITIES

RESPONSIBILITIES	EXPECTED OUTCOMES
Operational Excellence	<ul style="list-style-type: none"> • In conjunction with the Finance Manager, Mental Health & Live Life Disability (MH&A and LLDS) provide forward-focussed, activity-based and value-added financial analysis and insights into the operations and business plans of the Mental Health, Addictions & Live Life Disability service • Provide detailed analysis on the key financial risks to achieving agreed financial targets within LLDS and reporting on those risks, and the associated mitigation strategies and results, to the Finance Manager MH&A and LLDS, the LLDS management team and the Nelson Marlborough Finance District Led at HNZ. • Provide financial support to service planning, including service development and service integration • Regularly review the financial performance of LLDS against annual plans and budgets and assist in reporting on the results of the review and any variances to the GM LLDS, the LLDS management team and the Nelson Marlborough Finance District Lead. • Assist in delivering the provision of the business partnering approach within LLDS including: <ul style="list-style-type: none"> ○ Consult, challenge and guide LLDS managers towards good decision making and value generation ○ Consult, challenge and guide LLDS managers towards a common understanding of business opportunities and their financial consequences ○ Foster dialogue and cross-functional understanding of the complete financial picture within LLDS ○ Champion a collaborative approach to deliver insight and understanding beyond the numbers to deliver better business outcomes for the LLDS. • Work with the Nelson Marlborough Finance District Lead and other Finance Managers/Associates in the business partnering unit to undertake the annual budgeting and forecasting processes • Assist in developing and maintaining a robust budgeting and forecasting process within HNZ. • Work with LLDS managers to prepare the financial aspects of business cases and funding proposals and review financial aspects of contracts. • Work with the LLDS team to ensure fiscal responsibility and accountability is well understood to ensure robust management occurs. This includes responsibility to develop, refine and support processes to uphold this throughout the service. • Provide scenario planning and financial modelling as required • Participate actively in relevant business and operational meetings, ensuring financial issues are highlighted, addressed or escalated as appropriate • Strive to improve the overall financial acumen of LLDS managers through training and coaching to enable a greater understanding.

RESPONSIBILITIES	EXPECTED OUTCOMES
	<ul style="list-style-type: none"> • Maintain a consistent customer-centric approach to all operations • Maintain a strong knowledge base and expertise within the specialty area of finance and accounting – understand and engage with the latest thinking and maintain up-to-date knowledge of developments in this area
Contract Management	<ul style="list-style-type: none"> • Management and coordination of contracts with multiple funders with LLDS • Ensure links are made with service operations to ensure financial requirements are met
Relationship Management	<ul style="list-style-type: none"> • Establish ongoing dialogues with internal customers ensuring delivery satisfaction and value for money • Work closely with the Finance Manager, MH&A and LLDS, Nelson Marlborough Finance District Lead at HNZ, other business partner Finance Managers/Associates and the Accounting Manager to ensure effective delivery of financial management processes and policies • Develop strong relationships with the multiple funders, and other key stakeholders, such as Housing New Zealand. • Maintain key networks with other DHB professionals, in order to identify opportunities for collaboration and service improvement • Cultivate a professional and positive image for HNZ
Health, Safety & Wellbeing	<ul style="list-style-type: none"> • Ensure compliance of all HS&W legislation, policies & procedures • Meet HS&W KPIs in position Description • Set HS&W KPIs in position descriptions for all staff • Ensure HS&W included in any team meeting agendas • Identify & manage hazards with HS&W reps & implement corrective action plans • Ensure accurate reporting, recording & investigation of all workplace incidents in a timely manner • Ensure every staff member returning to work from injury, whether the injury is work related or otherwise, has a return-to-work plan that is in place when they return to work & is reviewed, agreed and signed off in a regular & timely manner
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment to HNZ's vision, values and services • Willingly undertake any duty required within the context of the position • Comply with all legislative requirements
Professional Development	<ul style="list-style-type: none"> • Participates in annual performance review process including review of performance goals and identification of areas for professional development.
Quality Improvement	<ul style="list-style-type: none"> • Participates in quality improvement processes in your area of work • A quality, customer-focused service is provided at all times, which follows best practice.

RESPONSIBILITIES	EXPECTED OUTCOMES
General	<ul style="list-style-type: none"> • Other duties as negotiated with your Manager • Meet obligations contained in Appendix 1 & 2.

KEY RELATIONSHIPS



PERSON SPECIFICATION

QUALIFICATIONS

- Tertiary qualification in finance, accounting or other relevant business discipline
- Chartered Accountant (member of NZICA/CCANZ) or professional membership of professional accounting body is desirable but not essential.

EXPERIENCE

- Extensive experience (4+ years) in a finance/accounting or public sector financial management field
- Demonstrable experience in partnering with a business operation to deliver value
- Demonstrable knowledge and experience of delivering financial/accounting services in a large and complex organisation
- The ability to analyse complex issues, provide solutions and communicate these clearly to a range of stakeholders
- Previous health sector experience would be desirable

PERSONAL ATTRIBUTES and SKILLS

- Builds constructive and effective relationships
- Demonstrates the drive and ability to improve own capability with good self-awareness and a focus on self-improvement
- Uses diplomacy and tact
- Balance and proportional response - knowing when to be a partner and when to be the independent voice
- Ability to build, maintain and leverage relationships with key internal and external contacts
- Strong written and verbal skills
- Strong planning and organising skills
- Strong qualitative and quantitative analytical skills including good judgment and decision making skills
- Ability to think strategically and see linkages between different streams of work

Health New Zealand is committed to supporting the principles of Equal Employment Opportunities through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

Health New Zealand is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Maori cultural practices.

The role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.

APPENDIX 1

General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough

1. Professional Responsibilities

As an employee of Health NZ Nelson Marlborough, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ Nelson Marlborough departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

2. Health, Safety and Wellbeing

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

3. Right to Raise Concerns

- All employees of Health NZ Nelson Marlborough are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

4. Child Wellbeing and Protection

- Health NZ Nelson Marlborough is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:
- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

5. Legislation, Regulations and Board Policies

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health NZ Nelson Marlborough’s Disciplinary Policy.

6. Confidentiality

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

7. Risk Management

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

8. Security

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

9. Treaty of Waitangi

Health NZ Nelson Marlborough is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

10. Smokefree

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.

APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"> • a chronic skin condition • been working in an overseas healthcare facility in the last year • been MRSA-positive in the last year
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures ²

¹Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

²Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.