

Position Description: Business Manager

Business area: Finance

FTE: As per Conditions of Employment

Reports to: Chief Financial Officer

Position Objective:

- *Lead an experienced administrative team to provide timely and accurate financial and management reporting for the Joint Ventures and Subsidiary Companies*
- *Build robust working relationships with the Joint Venture partners and staff, providing recommendations that make a real difference to the bottom line performance and assisting them to capitalise on their resources and identify new areas for growth*
- *Involvement in the management and profitability of a number of Joint Ventures and work on the implementation of projects to ensure that strategic opportunities are maximized*
- *To actively manage the contractual and reporting obligations of all contracts, measure and report financial performance against these contracts, negotiate with the funders to gain the best possible result for the contract holders*
- *To work closely with the Accounting Manager to develop strong working relationships with administration, technical and senior management staff*
- *To facilitate and provide support for the systems administrator of the Finance System*
- *Actively participate in the Quality Assurance programs, accreditation and health and safety initiatives of the organisation*
- *To carry out any other functions as directed by the Chief Financial Officer*

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> • Chief Executive Officer • Chief Financial Officer • Hospital Manager • Accounting Manager • Senior HR Advisor and Payroll team • Booking Coordinator • Patient Information Manager • Finance Staff • Quality Manager • Health & Safety Advisor • Other Departmental Managers • All other St George's Hospital staff 	<ul style="list-style-type: none"> • External Auditors • Tax Advisers • IRD • Information Systems Support • Joint Venture Directors • General Public • Funders



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Key Areas of Accountability:

Area of Accountability	Expected Results
Oversee accounting and administrative functions of the Contracts Office	<ul style="list-style-type: none"> • Oversee the accounting function to ensure proper maintenance of accounting systems and functions and ensure regulatory and accounting standards are met • Ensure maintenance of appropriate internal controls and financial procedures • Ensure the supply of accurate, timely, and effective management information by preparing, analysing and interpreting monthly, quarterly, half-yearly and annual accounts, and KPI's. • Organise work resources to achieve optimum efficiency and implementing continuous process improvements • Work with the Hospital Accounting Manager to ensure consolidation and reporting to the St George's Hospital Board is timely & accurate
Business Support	<ul style="list-style-type: none"> • Build robust trusted working relationships with the Joint Venture partners and respond to their requests when required • Attend Joint Venture Board and Operations Meetings as required • Promote and undertake analysis of the commercial environment to ensure St George's Hospital and its Joint Ventures can capitalise on any opportunities when they arise • Develop and maintain an understanding of developments in the health sector to enable you to identify new business opportunities and opportunities for profit improvement • Analyse Contract and Joint Venture Financial performance
Contracts Management and Administration	<ul style="list-style-type: none"> • Maintain productive working relationships with the funders e.g. ACC, the insurers, DHB's • Provide support and advice to our Joint Venture partners in order to minimise their administrative burdens whilst complying with the contracts including the provision of training sessions when the need arises
Systems Support and Analysis	<ul style="list-style-type: none"> • Providing support to the CFO by providing timely and accurate financial analysis and management reports • Assisting the CEO and CFO with various business analysis and financial modelling, identifying and quantifying business risks and opportunities • Assist with costing and pricing function • Facilitate the provision of support to the systems administrator of the Finance One Accounting Software
Leadership / Interpersonal Relationships/Teamwork	<ul style="list-style-type: none"> • Provides effective leadership of the team by ensuring all team members are engaged, supported and achieving their individual and team goals, • Supports and encourages the professional growth of the team. • Appreciates and respects the contribution of others within the team. • Contributes positively to the goals of the team and the organisation. • Communicates effectively, honestly and openly with other team members. • Models St George's values.
Professional Development	<ul style="list-style-type: none"> • Undertakes responsibility for meeting all the mandatory requirements of the professional body and the organisation. • Participates in Performance Planning and Review.
Quality Improvement	<ul style="list-style-type: none"> • Participates actively in quality improvement activities by planning, implementing and evaluating improvements. • Initiates, participates in design and evaluates audits and applies outcomes to improve service provision. • If required, participates in Ministry of Health Certification and Accreditation process. • Documents and reports incidents accurately in accordance with hospital policy. • Participates actively in the development/review of policies and procedures.



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Organisational Culture	<ul style="list-style-type: none"> • Influences the wider Hospital culture and behaviors by promoting harmonious working relationships within the organisation. • Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for customer focus. • Maintains confidentiality in respect to all St George's operations, business, employees, clients and patients. • Adheres to St George's policies and procedures.
Cultural understanding of the Treaty of Waitangi	<ul style="list-style-type: none"> • Understands and has knowledge of the Treaty of Waitangi and its implications. • Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi. • Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori. • Respects diversity of cultural and religious beliefs amongst staff and patients.
Health & Safety	<ul style="list-style-type: none"> • Ensures accidents and untoward incidents occurring in the department are reported. • Takes reasonable care for personal health and safety. • Takes reasonable care that your own acts or omissions do not adversely affect the health and safety of other persons. • Comply, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with the Health and Safety at Work Act 2015 and its amendments • Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers. • Ensures compliance with hospital security requirements and is vigilant in all matters of security. • Recognises safety hazards and initiates appropriate corrective actions. • Attend fire and evacuation training and participate in drills as required. • Participates in Health and Safety training as mandated by St George's from time to time.
Other Duties	<ul style="list-style-type: none"> • Performs such other reasonable duties as directed by the CFO in a timely and accurate manner and in accordance with St George's Hospital policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Tertiary level accounting qualification 	<ul style="list-style-type: none"> • Post graduate qualifications in business related discipline • Chartered Accountant (CAANZ)
Experience & Knowledge	<ul style="list-style-type: none"> • 10+ years post graduate accounting experience in a commercial organisation • NZ financial reporting requirements • Proficient with use of complex integrated accounting packages • Strong spreadsheet skills • Effective communication, organisation, planning & problem-solving skills 	<ul style="list-style-type: none"> • Audit experience • Communication at management level • Commercial Acumen • Experienced User of Finance One Accounting Software • Strong System Skills
Personal Attributes	<ul style="list-style-type: none"> • Strong communication skills with the ability to engage with stakeholders and influence at all levels 	<ul style="list-style-type: none"> • Leadership ability • Quality orientated



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	Essential	Desirable
	<ul style="list-style-type: none">• Well-developed relationship management skills and a collaborative working style• Strong change management skills that will lead and motivate others through a period of change and transformation• Ability to inspire, lead and motivate others to achieve theirs and the organisational goals• Good problem-solving ability• Good business acumen – an accomplished finance professional• Is practical, a logical thinker who pays attention to detail• Excellent time manager with a desire to get things done	<ul style="list-style-type: none">• Commercial awareness• Resilience

Agreed by:

Signed: _____ Date: _____
(Employee)

Signed: _____ Date: _____
(Chief Executive Officer)