POSITION DESCRIPTION – Alfred Health

DATE: March 2020
POSITION: Business Analyst, Finance
AWARD / AGREEMENT: Hospital Administrative Officers
CLASSIFICATION TITLE: HSS
DEPARTMENT / DIVISION: Finance

PROGRAM:
DIVISION: Finance Information Systems
ACCOUNTABLE TO: Team Leader – Finance Applications – Data & Analytical Services

ALFRED HEALTH
Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE
To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS
Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do.
- Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the measure we work to everyday. Through research and education we set new standards for tomorrow.
- We work together. We all play vital roles in a team that achieves extraordinary results.
- We share ideas and demonstrate behaviours that inspire others to follow.
FINANCE DEPARTMENT
The Finance Department provides a wide range of financial and related services to all areas of Alfred Health. Finance services include financial accounting and compliance, management accounting, financial analysis, decision support, analysis of clinical performance, clinical costing, support for financial information systems and transactional services (including Accounts Payable, Accounts Receivable and Medical Billing).

POSITION SUMMARY
The Data & Analytical Services department is responsible for the support and maintenance of Finance applications, databases, reporting and business intelligence. These are in the areas of financial accounting, management accounting, financial analysis, decision support, clinical costing, and transactional services (including Accounts Payable, Accounts Receivable and Medical Billing).

The Business Analyst – Finance is responsible for the provision of business and systems support to Finance and the wider organisation while ensuring that Finance systems comply with both government and Alfred Health policies and guidelines.

KEY RESPONSIBILITIES
- System administrator role providing a day to day interface with business users and vendors.
- Analysis of revenue data across all revenue streams and associated analytical reporting.
- Key role in the ongoing operation, development and configuration of the Finance platform, Microsoft GP.
- Analysing statistics and utilising data for improved revenue outcomes.
- Data conformance analysis and recommendations / rectification
- Review and maintenance of process documentation.
- Best Practice Recommendations and Implementation.
- Analysis, design & specification for system processes and reporting.
- Participate in and provide leadership for systems integration, process improvement and automation initiatives.
- Other duties as directed.

QUALIFICATIONS / EXPERIENCE REQUIRED
- Finance or Accounting degree and/or IT/Analytics related degree
- Demonstrable relevant post graduate experience.
- Experience with:
  - General Ledger systems (Microsoft Dynamics Great Plains is desirable, but not essential)
  - Patient Billing and electronic claiming and payment systems
  - Cost Centre & Payroll reporting
  - Budget analysis, reporting and KPIs
  - Reporting Systems (Microsoft SSRS & Power BI)
- Advanced Microsoft Excel (including cubes and linking to external data sources).
- An understanding of the operations of a major health service or similar healthcare setting.
- An understanding of Billing and Accounting practices for public health institutions
- An understanding and experience with Private and Compensable Bodies (Health Funds, TAC, Workcover Insurers).
- Experience in engaging staff to achieve departmental and organisational goals.
- A willingness to learn is essential.

QUALITY, SAFETY, RISK and IMPROVEMENT
• Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
• Follow organisational safety, quality & risk policies and guidelines
• Maintain a safe working environment for yourself, your colleagues and members of the public.
• Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
• Promote and participate in the evaluation and continuous improvement processes.
• Comply with principles of Patient Centred Care.
• Comply with Alfred Health mandatory continuing professional development requirements.
• Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
• Maintain responsibility for supporting enterprise security

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF

• Provide junior staff, graduates, students working in the unit with appropriate supervision, training and instruction in accordance with Alfred Health policies.
• Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
• Comply with relevant privacy legislation.
• Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
• Comply with Alfred Health medication management and medication safety policies and guidelines.
• In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
• Research activities will be undertaken commensurate with the role

POSITION DESCRIPTION AUTHORISED BY: Lachlan MacBean

DATE: 13/03/2020