



POSITION DESCRIPTION

THE ORGANISATION

Canberra Imaging Group (CIG) has provided comprehensive diagnostic imaging services to the ACT community and the surrounding NSW region for over 60 years. CIG is a Sonic Healthcare (Sonic) owned entity, an international healthcare provider with specialist operations in pathology, radiology, general practice medicine and corporate medical services.

CIG is committed to providing the highest quality medical imaging services to the community through employment and development of exceptional staff, investment in technology, and demonstrated clinical expertise. CIG operates 10 radiology sites throughout the Australian Capital Territory and southern New South Wales.

CIG provides a wide range of diagnostic imaging services including:

- Digital X-ray
- Ultrasound
- CT
- CBCT
- MRI
- PET
- 3D Mammography
- Nuclear Medicine
- Interventional Radiology in a dedicated Day Hospital

More information can be found on our website: www.canberraimaging.com.au

VALUES

Respect | Teamwork | Education | Expertise | Service to clients | Profitability

POSITION DESCRIPTION

Title:	Financial Controller
Responsible To:	General Manager
Direct reports:	Manager Revenue and Accounts Receivable Accounts Receivable Accounts Payable Payroll
Responsible For:	Finance team External service providers - Accounting and Finance
Remuneration:	Remuneration is commensurate with qualifications and experience



RESPONSIBILITIES:

Finance Operations Management

Accounting and Finance:

- Prepare monthly financial and management reports
- Provide analytical support to the management team to inform business decision making and evaluate operational performance compared to budget and benchmarking data
- Monitor cash flow and manage working capital requirement
- Complete annual Operating and Capital Expenditure Budgets
- Perform and supervise EOM including completion and review of all balance sheet reconciliations and timely follow up of reconciling items and clearing accounts. Key reconciliations include:
 - Bank accounts
 - Debtors
 - Fixed asset
 - Clearing accounts (e.g., wages, superannuation, tax, etc.)
- Prepare and process end of month journals for
 - Revenue data transferred from RIS/PACS system
 - Wages and leave balances from the payroll system
 - Depreciation and any intercompany journals
 - Prepayments and accruals
 - Leasing
- Prepare reports for Sonic Healthcare, including:
 - Monthly Management Pack (MRP) and KPI Reporting
 - Half Year and Full Year Group Reporting Pack (GRP) Financial Statement Disclosure Pack and Treasury Pack
 - Annual Operating and Capital Expenditure Budget
 - Full Year Environmental, Social and Corporate Governance (ESG) reporting
 - Benchmarking
 - Ad hoc reporting requirements
- Prepare and lodge:
 - Monthly and annual payroll tax returns
 - Monthly BAS
 - FBT and Income Tax Returns
- Maintain and manage CIG electronic banking software
- Provide financial and commercial input into business case decisions, including financial modelling
- Participate in Ad hoc projects and tasks as required by the General Manager, CEO or Sonic Healthcare

Information Systems:

- Manage, maintain and ensure the integrity of the Financial Management Information Systems (FMIS) including general ledger and related tools, payroll and billing component of Radiology Information System
- Manage the transitioning of new financial systems
- Oversee integration of data transfers from other management systems

Payroll:

- Oversee the payroll process ensuring compliance with relevant authorities and agreements
- Ensure accurate payroll processing via appropriate use of payroll verification reports including participation by relevant managers
- Provide workers compensation estimates and declarations as required



RESPONSIBILITIES continued:

Accounts Payable:

- Oversee accounts payable process including accuracy of general ledger coding

Accounts Receivable:

- Oversee account receivable process

Finance Team Management

- Ensure that all CIG HR management of finance staff complies with the current CIG Enterprise Agreement, CIG policy and procedure and relevant workplace laws.
- Manage finance recruitment and staff retention including:
 - Management and co-ordination of finance staff recruitment
 - Monitoring of finance staff wellbeing and ongoing professional development
- Manage finance team performance including:
 - Overseeing and monitoring of the performance appraisal process for finance staff
 - Managing the performance appraisal process for all directly reporting staff
- Manage finance staff under performance including
 - Design, implementation and management of finance staff performance management plans
- Advise and liaise with the General Manager on all finance team HR matters including
 - Development and implementation of HR initiatives
 - HR strategic and resource planning

Communication

- Proactively engage and communicate with Executive Team including within regular team meetings
- Establish open and clear communication pathways with finance team and external service providers – accounting and finance
- Coordinate and Chair Finance team meetings, ensuring full participation by members and relevant documentation is maintained and distributed
- Prepare reports for and participate in Governance, Finance and other relevant organisation wide meetings and forums
- Prepare reports for governance committees as requested by the General Manager and CEO
- Support General Manager to report business and financial performance to Sonic Healthcare
- Facilitate good working relationships with specialist radiologists, managers, technical, office and administration staff at all levels
- Prepare high level correspondence, reports and file documentation

Risk Management

- Overseeing maintenance of the insurance register and liaising with Sonic risk management in relation to revisions of the asset pool together with completion of renewal questionnaires
- Notifying insurers of any notifiable events and lodging claims
- Liaising with professional indemnity providers and completion of annual renewal questionnaire



RESPONSIBILITIES continued:

Work Health and Safety (WHS) Management

- Oversight of WHS practices for the finance team, including contribution to risk assessments, use of reporting processes, appropriate resourcing and participation in relevant training
- Advise and liaise with the General Manager on all WHS matters including:
 - The recommendation of WHS risk mitigation strategies
 - Significant issues that may arise

Executive

- Provide strategic advice to the General Manager and Executive Team on matters relating to accounting, finance, tax, commercial and risk
- Support the General Manager and Executive Team to achieve CIG's strategic goals
- Collaborate with the Executive Team and General Manager to develop projects that will support the organisation's growth and achieve a high standard of service provision
- Work closely with the Executive Team and the General Manager to control expenditure and meet financial targets

Behaviours on which all members of Executive are assessed

- A co-operative and supportive member of the Team
 - Example – supporting other Executive members; following through on Executive decisions
- Loyalty to the organisation and the Executive team
 - Example – actively supporting the decisions of the Board
- Respect for other Executive members
 - Example - listening to the opinion of others
- Ensuring that the confidentiality of information and discussions is maintained
 - Example – treating information in accordance with CIG confidentiality policy
- Actively supporting and promoting CIG's vision mission and values both internally and externally
- Ensuring a safe, healthy and enjoyable workplace for patients, staff and visitors attending Canberra Imaging Group
- In accordance with ACT Public Health (Health Care and Support Workers COVID-19 Vaccination) Emergency Direction 2021 and NSW Public Health (COVID-19 Vaccination of Health Care Workers) Orders 2021 all CIG staff are required to be vaccinated for COVID-19 unless medically contraindicated



SELECTION CRITERIA:

Eligibility (must be met):

- Recognised accounting degree and CA or CPA qualification
- Minimum of 6 years post qualification experience

Beneficial:

Experience with Axapta general ledger system (AX2012), Cognos Controller, BI tools and Sage 300.

Key Criteria:

- Demonstrated experience in successfully managing staff with a management style that promotes collaboration and consultation with all staff, ensuring a harmonious and safe work environment.
- Demonstrated experience overseeing day-to-day financial operations, including accounts payable/receivable, payroll processing and managing tax compliance.
- Demonstrated experience preparing monthly and annual financial statement reports and completing budget preparations.
- Ability to evaluate operational performance and prepare financial models to inform business decisions particularly for projects requiring capital expenditure.
- Demonstrated project management experience including the transition of financial systems.
- Excellent interpersonal and communication skills and ability to work with a range of stakeholders including executives, clinicians, financial officers and external stakeholders.
- Strong written communication skills and experience preparing written advice and reports.
- Demonstrated ability to provide strategic advice and collaborate within an Executive Team.

KEY PERFORMANCE INDICATORS:

1. Efficient and timely preparation of monthly financial reports
2. Preparation of high-quality annual budgets
3. Accurate use of the chart of accounts to ensure high-quality reports and budget forecasting
4. Satisfactory management of working capital
5. Operational costs in line with industry benchmarks
6. Maintenance or improvement of net profit margin and other key financial ratios
7. Effective business and tax planning
8. Significant capital expenditures are underpinned by a robust business strategy and appropriate financial modelling
9. Active engagement with Executive Team to support decision-making and collaborate on projects
10. Maintenance and improvement of financial control and monitoring systems