



St Andrew's
Hospital

CANDIDATE BRIEFING NOTES

Chief Financial Officer
St Andrew's Hospital



Stillwell

MANAGEMENT CONSULTANTS

ABOUT ST ANDREW'S HOSPITAL...

St Andrew's Private Hospital, Adelaide, was opened in 1936 – an initiative of Ms Janet Hay, the owner and Director of Nursing. In 1947 the privately owned hospital – and the land on which the present hospital stands – were bought by the Presbyterian Church of South Australia and renamed St Andrew's Presbyterian Hospital.

With the inauguration of the Uniting Church in 1977, the Hospital's constitution was changed, and the affairs of St Andrew's was vested in the Board of Governors instead of the church authority. Subsequently the Hospital's name was changed by deletion of the word "Presbyterian".

St Andrew's Hospital has provided medical and surgical excellence to South Australians for over 80 years.

Today, they are Australia's largest standalone independent private hospital and are recognised nationally as a centre of medical and surgical excellence.

BOARD OF GOVERNORS:

The Board of Governors and staff re-affirm their desire to maintain and develop St Andrew's reputation as the leading private hospital in South Australia, continuing to serve the community by the provision of the highest quality of personalised patient care.

Technology continues to make a significant impact on medicine. Consequently, there is an increasing range of sophisticated investigations, specialised treatment procedures and post-operative care made available.

MISSION STATEMENT:

Medical and Surgical Excellence

VISION STATEMENT:

To be the leading private hospital in South Australia with a supportive culture where relationships matter, teamwork counts, and care exceeds expectations.

VALUES:

We Work Together, We Care for Others, We Deliver Excellence



EXECUTIVE ROLE BRIEF...

St Andrew's Hospital is a 240-bed private hospital overlooking Adelaide's south-eastern parklands. It houses 12 state-of-the-art operating theatres, a 28-bed cardiac unit, an 18-bed critical care unit, an emergency department, a new procedural suite complete with Day Of Surgery Admission, an angiography suite; and South Australia's most comprehensive private cancer-care facility. St Andrew's has outperformed over many years as reflected in numerous national quality and clinical excellence awards. As a true employer of choice, St Andrew's delivers on its core Values: "we work together/we care for others/we deliver excellence".

The extraordinary, exciting opportunity has arisen for a new CFO to be appointed as a key member of the Staff Executive (SE), reporting directly to the CEO and working in close conjunction with the Chair and other members of the Hospital's Board.

We are seeking an inspirational leader who is motivated to accept key accountability for the leadership of all financial and fiscal management functions of the Hospital and, importantly, for the proactive provision of strategic financial and other advice to the CEO, Board and Board Committees.

This key role is strongly supported by a dedicated team of professionals involved in all administrative, business planning, accounting, budgeting, forecasting and related functions for whole of business activities. The environment within which St Andrew's operates as a key player in the national healthcare industry demands a person with outstanding commercial acumen, interpersonal and negotiation skills, lateral and divergent thinking capability and proactivity to be constantly alert to the many opportunities and challenges from within the industry as they present to this leading private hospital.

The CFO's sage advice will ensure that the CEO, SE colleagues, the Board and its relevant Committees are kept fully apprised of all pertinent financial, fiscal and related information to guide the ongoing high level of success of St Andrew's in delivering outstanding customer service.



SOUTH AUSTRALIA...

South Australia. It's a beautiful place. A place for the restless, for those who want to dive a little deeper, explore a little longer and go a little further. Why do we always travel to the same places and do the same things? It is time to be curious and reward your wonder. That's the thing about South Australia, it's a place for those who want a little more.

Adelaide has come a long way in the last few years. It's getting the attention of media around the globe as a boutique metropolis of tiny wine bars, experimental menus and destination-worthy hotels. Adelaide's reinvention is a discovery for the senses, where retro Los Angeles beach vibes converge on the gusto of an abundant multi-cultural scene. Think swish roof top bars and a wickedly indulgent festival season, Adelaide is a modern playground set against a backdrop of grand architecture and Aboriginal history.

There's a world of new experiences and things to do in South Australia. Get up-close to iconic Australian wildlife only minutes away from Adelaide's CBD or swim with sea lions and sharks on our Eyre Peninsula. Adelaide is a culinary playground with a delicious mix of fine dining restaurants, award-winning cafes, bustling food markets and booming boutique bars. South Australia is home to 18 wine regions and has officially been named a Great Wine Capital of the World. Beach lovers will be in heaven at our stunning beaches, while those with an adventurous spirit can try their luck at some of the country's most epic surf spots.

Find out more about South Australia by visiting:

<https://southaustralia.com/> (source)

or

<https://www.migration.sa.gov.au/why-south-australia>



POSITION DESCRIPTION...

REPORTING AND WORKING RELATIONSHIPS

Reports To

- Chief Executive Officer

Direct Reports

- Management Accountant
- Financial Accountant
- Manager Patient Accounts
- Supply Manager
- Payroll Manager
- Health Information Manager

ROLE PURPOSE

The CFO is responsible for the leadership of all financial and fiscal management functions of the Hospital, and for the provision of strategic advice to the Board and Board Committees.

KEY RESPONSIBILITIES

The Chief Financial Officer role has a substantial number of responsibilities but is not limited to:

- Act as a true business partner, as a member of the Staff Executive (SE), to all areas of the business and facilitate an innovative and creative work environment to engender high levels of performance in relation to accountability and financial responsibility
- Lead and coordinate all administrative, business planning, accounting, budgeting, forecasting and related functions for whole of business activities
- Ensure compliance with local, state and federal regulatory reporting requirements
- Oversee the approval and processing of revenue, expenditure, internal control mechanisms, departmental budgets, remuneration updates, ledger, account maintenance and data entry
- Coordinate the preparation of financial statements, financial reports, ad hoc reporting analysis and information reports to the CEO and Board and relevant Committees
- Maintain state of the art financial, accounting, invoicing and auditing procedures
- Develop and maintain, in conjunction with the CEO and where appropriate the Board, outstanding relationships with health officials
- Develop and direct the implementation of strategic financial and accounting-oriented business plans, projects, programs and systems
- Extrapolate from hospital data, accurate financial forecasts to guide the CEO, SE and Board on futureproofing the business especially around cashflow forecasting and optimal negotiation of financial stakeholder relationships
- Assume a lead role in analysing and exploring means of reducing hospital operating costs and increasing revenues based on knowledge of market trends, financial reports and operating procedures



POSITION DESCRIPTION...(CONT'D)

KEY RESPONSIBILITIES (CONT'D)

- Develop tax strategies, ensuring compliance and optimising financial processes to minimise tax liabilities
- Ensure that the Hospital's maintenance and development needs are met through annual capital and minor works budgetary programs and an annual internal works budgetary program
- In close conjunction with the SE, assist with the planning, development and implementation of the Strategic Plan, Annual Business Plan and relevant Performance Improvement Programs
- Serve as a Committee member, as required
- Ensure the timely provision of accurate and comprehensive financial and accounting reports as required by the CEO, SE, Board and Committees
- Work in conjunction with the CEO and SE to provide advice and recommendations to the Board on the annual strategic and business planning process
- Undertake specific work projects as directed by the CEO

LEADERSHIP AND PROFESSIONAL CONDUCT

- Uphold and promote St Andrew's values in the undertaking of position responsibilities and in any interaction with management, staff, patients and the general community
- Positively influence the culture of St Andrew's through actively supporting and contributing to all aspects of organisational life
- Lead the development and implementation of St Andrew's strategic plan and cascade key goals and objectives across areas of responsibility and seeking input from managers and staff on the evaluation of division level performance indicators
- Coach, mentor and support all staff to achieve their work-related goals and objectives and promote an environment that is conducive to continuous improvement and learning
- Comply with statutory and organisational requirements, policies and procedures and ensure understanding and compliance across areas of responsibility including EEO, work health and safety, bullying, harassment and discrimination
- Actively contribute to the achievement of sound governance practices including the preparation of information and reports to the Hospital's Board of Governors and related board committees and sub-committees
- Maintain membership of an appropriate professional association and comply with its code of ethics and conduct



POSITION DESCRIPTION...(CONT'D)

SELECTION CRITERIA

Essential Minimum Requirements

Educational/Vocational Qualifications:

- Bachelor or Masters qualification in Finance, Accounting or related area.
- CA or CPA qualified

Experience:

- Significant proven experience (10+ years) in a senior level finance management position including with private sector experience and preferably at CFO level
- Knowledge of Commonwealth and State financial regulations and awareness of all statutory, corporate, legal and associated responsibilities
- Advanced demonstrated expertise in high level strategic planning with a strong emphasis on finance and accounting
- Advanced knowledge of finance, accounting, budgeting, forecasting, cost control and monitoring and auditing functions
- Advanced computer skills, including proficiency in MS Office and Microsoft Dynamics SL financial reporting software
- In depth knowledge of the application of advanced automated financial accounting and reporting systems
- A background in healthcare services would be an advantage, however, not essential
- Proven performance as an inspirational leader working in a complex, multi-faceted business located within a demanding, dynamic industry
- Excellent complex problem solving, decision making, lateral and divergent thinking and strategic planning
- Outstanding written and oral communication with strong stakeholder engagement, management and development
- Inspirational leadership, performance management and organisational development
- Strong results orientation with a clear focus on targeted outcomes
- Capability to work in a dynamic, high-level team environment and demonstrated experience in coaching and mentoring high performing teams

Personal Qualities:

- Maturity, self-awareness, humility and sense of humour
- Pragmatism, common sense and advanced commercial acumen
- Proactivity, curiosity and ability to determine facts rather than work off assumptions
- Self-confidence and personal motivation to drive a strong work ethic
- Empathy, diplomacy, tact and assertiveness
- Capable of working alone or as an integral part of a multi-faceted team
- Strong sense of purpose and direction to achieve results

Performance Review:

- Based on agreed Performance Indicators
- Appraisal six months after commencement
- Annually thereafter with CEO



RECRUITMENT PROCESS...

Our best-practice and rigorous process incorporates pre-screening, initial interview, psychometric appraisal facilitated internally, reference checking and panel interview.

PSYCHOMETRIC APPRAISAL

Stillwell Management Consultants employs a team of Registered Psychologists and Registered Organisational Psychologists who work in parallel with our Recruitment team. The psychometric assessment process is administered and interpreted by our specialist team.

Successful applicants are offered a complimentary debrief session with one of our Registered Psychologists to take place within the first month of commencing in the role.

REFERENCE CHECKING

Should your application be shortlisted, you will be asked to provide the details of two to three professional referees. You will be required to provide SMC with the details of referees that you have directly reported to, in the past 10-15 years or currently.

Referees are only contacted once your permission has been sought, at such a time in the process that it is necessary, and this will occur during the latter stages of the process.

We do offer flexibility in the timing of when we contact referees, particularly if you are nominating someone you are currently reporting to, as such we are happy to discuss this with you at the appropriate time.

Stillwell Management Consultants endeavours to provide regular updates to you throughout the recruitment process, and all applicants will be notified, in writing or otherwise, of the outcome of their application.



LEAD CONSULTANT...

Confidential telephone enquiries are welcome on (+618) 8212 0999:



DARYL STILLWELL
Managing Director

ALL ENQUIRIES AND APPLICATIONS ARE TREATED WITH THE STRICTEST LEVEL OF PRIVACY AND CONFIDENTIALITY.

HOW TO APPLY...

Please visit <https://www.stillwellmanagement.com.au/jobs> and select 'Chief Financial Officer' to view the full advertisement.

Click 'Apply Online' and complete the online form (paying special attention to questions marked with an asterisk), and attach:

- your current CV/resume, and
 - your CV should include details of your full employment history as well as a detailed synopsis of your key responsibilities and achievements of the positions you have held over the last 10-15 years, or as relevant to the role you are applying for
- a one-to-two-page Cover Letter addressed to the Consultant listed above, highlighting your ability to demonstrate the skills and attributes required of the successful appointee

Immediately you will receive a receipt of your application and we ask that you verify your email address per the link in the email to ensure we are able to communicate with you using your correct details. If you do not receive this email, please check your junk inbox.

APPLICATIONS CLOSE AT 9:00AM ON MONDAY, 12 FEBRUARY 2024.

