

## Position Description

Position Title:	Financial Controller
Department:	Finance
Location:	Kaweka Hospital and affiliated sites
Reporting To:	Managing Director

### Kaweka Values and Culture

#### **The Kaweka Way – Making It Better**

The Kaweka Way encompasses the foundational values that allow us to provide a world class facility and service to our patients, our local community and our teams.

#### **Kounga - Quality**

I will confidently ensure that all patients and staff have a quality experience and patients have the best possible health outcome.

#### **Ngākau tapatahi - Integrity**

I will create an environment of trust that inspires and elicits open-minded attitudes towards quality and improvement.

#### **Mahi ngātahi - Teamwork**

I will remove barriers to create more effective systems and processes and ensure that collaboration and inclusiveness are at the heart of everything I do.

#### **Atawhai - Kindness**

I will treat all of our patients and colleagues with respect for their position, understanding, compassion and genuine care so that they feel reassured and at ease.

#### **Pārekareka - Fun**

I will embrace Kaweka Hospital as an appealing workplace that is happy and fulfilling for our team.

#### **Whakapai ake - Improvement**

I will continuously improve my knowledge and skills to ensure that Kaweka Hospital is a leading surgical facility improving and innovating healthcare in New Zealand.

#### **All Hands On-Deck Approach**

At Kaweka Hospital we know the most successful teams are made up of people who are willing to “jump in and get the job done”, even if it’s a task not specifically stated in your position description. From time-to-time this may be required of you, however, we will always ensure that your safety, and that of our patients, is paramount so we will never expect you to do anything outside what is reasonable for your role.

### Purpose of the position

The Financial Controller (FC) will lead the financial development and administration of Kaweka Health and their affiliated companies (Anderson Park Surgical Centre).

The role includes working with the boards and management teams of these organisations to enable their vision to be leaders in private healthcare in New Zealand to be delivered.

The role brings value to the organisation through thought leadership, design, and execution of our organisations financial vision. In addition, the role will keep a keen focus on client engagement and data, planning and delivering key business objectives. This will require a deep understanding of existing and new innovative financial tools available to improve the organisations presence and

partner ecosystem. This position ensures the organisation remains relevant in the healthcare space and functions by keeping up with emerging technology, products, and services to serve our customers preferences.

### Position Responsibilities

- With the Managing Director, the FC develops and oversees the financial plans, forecasts and strategies for Kaweka Health.
- Responsible for the preparation of all financial reporting for Board meetings of Kaweka Health Ltd.
- Manage cash-flow and anticipate expected funding needs.
- Responsible for authorising all payments in the bank.
- Liaise with bank and external stakeholders to ensure reporting requirements are being met.
- Liaise with asset finance companies to meet funding requirements and draw downs.
- Maintain the integrity of accounting process and systems ensuring they always remain efficient, effective, and compliant.
- Assist with the ongoing maintenance and improvement of integrated patient management and accounting systems and processes.
- Provides oversight of business risk, including across accounting controls, credit, procurement and insurance.
- Lead any tender process including submitting pricing and working closely with the Hospital Manager to negotiate fees for clinicians.
- Oversee the revenue contracts with ACC, SXAP and Te Whatu Ora ensuring these are kept up to date, fees are negotiated as required and personnel are kept up to date.
- Oversee new Clinician onboarding process.
- Oversee the procurement process for purchasing Fixed Assets for Stage 2 and related budgeting and cashflow forecasting.
- Manage a finance team (including a Finance Manager as Direct Report, with Finance Assistant and Payroll and Revenue Coordinator who report to the FM), build their skills and capabilities, and maintain their engagement in a safe working environment.
- Ensure all New Zealand legislative requirements are complied with, including statutory reporting and audit requirements.
- Prepare and lead the financial year audit through to completion. (March 31 Balance Date).

### Vendor Management

- Working with the wider management team to develop and maintain vendor relationship management.

### People Management

- Close working relationship with the Kaweka Health and Westside Healthcare Ltd teams in particularly with the management team and senior leadership team of Kaweka, the CFO of Westside and other related entities external accountants.
- Relationships with customers and their needs.
- This role will have one direct report (Finance Manager) and indirect reports include Finance Assistant and Payroll & Revenue Coordinator.

### Your Commitment to Diversity and Reducing Inequities

- Supports a health workforce that reflects the Hawke's Bay community.
- Demonstrates knowledge and understanding of local tikanga and Māori culture and supports the use of Te Reo Māori.
- Is visible, welcoming and accessible to Māori, Pasifika patients and their whānau, and all other ethnicities without prejudice.
- Is committed to reducing inequities for Māori and Pasifika in accessing services.
- Is able to apply the Tiriti o Waitangi within the delivery of services on behalf of Kaweka Health.
- Actively engages in respectful relationships with all patients and their support networks to encourage participation in the delivery of care.
- Demonstrates the ability to engage with all patients and how they identify themselves.
- Provides an accessible service for the disabled community that recognises the individual needs of the patient.
- Promotes awareness of LGBTTQIA+ communities, the challenges they face and being an ally in the workplace.

## Your Commitment to Quality, Occupational Health, Safety, & Wellbeing, and Environment

- You will be proactive in the use of appropriate mechanisms to identify all accidents, incidents, near misses, and nonconformances.
- You will participate in multi-disciplinary meetings and systems.
- You will not do anything that puts your own or others occupational health & safety, or wellbeing at risk.
- Follows all quality, occupational health, safety, & wellbeing, and environmental policies, procedures, and instructions.
- Understand your rights and responsibilities as a worker under the Health and Safety at Work Act 2015.

## Kaweka Health Staff are People Who

- Lead by example and are self-confident but humble.
- Operate with a defined vision and a bias for action.
- Are self-directed, rapid learners.
- Aren't content with the status quo and are able to break down barriers to move the organisation forward.
- Exhibit passion and excitement regarding their work.
- Are tenacious and willing to put in extra effort to achieve their, and Kaweka's goals.
- Are collaborative by choice and don't make decisions in isolation.
- Are passionate about improving the responsiveness and quality of the solutions delivered.
- Have effective written and face-to-face communication skills.
- Are problem solvers by nature.
- Have superior customer service mindsets.
- Are able to influence others, work in a team environment, and also able to work independently.
- Are able to handle multiple, and sometimes conflicting, priorities.

## Professional Requirements

### Education

- Bachelor's degree in Finance, Accounting, or a related field.
- Strong understanding of financial reporting requirements.
- Exceptional analytical and problem-solving skills with a high attention to detail.
- Excellent communication and interpersonal skills to effectively collaborate across departments.
- Advanced knowledge of Microsoft Excel and financial modelling.

### Experience

- At least five years' experience in a similar role.
- Experience in the use of a variety of business analysis tools and techniques to aid in the breakdown of large chunks of work, elicit requirements or make decisions.
- A proven track record of financial management and delivery of exceptional consumer facing services.
- Analytical and data led decision making.

### Factors for Success

- A track record of highlighting difficult, systemic problems and working with others to define and implement effective solutions.
- An understanding of financial systems at a level sufficient to assist with decision making and sequencing of key improvements that are needed to execute.
- Leadership and coaching skills. Ability to successfully improve team performance through exemplary conduct, emotional intelligence and non-intrusive teaching.
- Build a culture of compassionate accountability, focused on creating positive and consistent stakeholder experiences and value.
- Exhibit leadership by example through effective coaching, motivating, and reinforcing the company's principles and core values.

## Physical Status

Generally physically fit and able to undertake the role as outlined.

### Vaccination Status

Recommend vaccinations and those deemed mandatory and as required by the Ministry of Health. This will be reviewed frequently by the Senior Leadership Team following any amendments to the requirements of the Ministry of Health.

Employment Agreement:	Individual Employment Agreement as agreed with the employee, commensurate with experience.
Position Description Prepared Date:	November 2024
Employee Name:	
Signed by Employee:	
Date of Signature:	

*Small changes to your position may occur however anything of an ongoing nature will be reviewed, agreed and entered in writing as a variation.*