



Police
Health



EMERGENCY
SERVICES
HEALTH

COVER LIKE NO OTHER

FINANCIAL CONTROLLER

JOB & PERSON SPECIFICATION

SEPTEMBER 2021

JOB AND PERSON SPECIFICATION

POSITION TITLE: Financial Controller
REPORTS TO: Chief Operating Officer
DEPARTMENT: Finance

ORGANISATION OVERVIEW

Police Health Limited is a not-for profit, member focussed, private health insurer operating nationally and with a history stretching back to 1935.

Our purpose is to be a trusted partner in providing peace of mind and support for the health and wellbeing of police and emergency services communities. We do this by providing high quality, good value private health insurance products and services exclusively to those communities through our two brands, Police Health and Emergency Services Health.

As a member of Members Health Fund Alliance (MHFA), we value members over profits. In delivering a member focussed experience we rely on our employees to be passionate about what we do.

We value our employees and their personal and professional development and we're active in supporting a positive & flexible workplace culture.

Our commitment to be a good corporate citizen and ensure compliance with appropriate laws and regulations is reflected in our company policies, procedures and our operations.

Our people genuinely care about each other. Leaders are expected to support performance excellence and talent development, inspire engagement, implement and maintain company policies and procedures and abide by Health, Safety and Wellbeing policies and practices.

We encourage our employees to have fun, look after one another, contribute to the efficient and effective functioning of the business and comply with our policies and procedures.

As a responsible organisation and operating in a regulated environment, managing risks is key to our business. We approach risk management as a positive, responsible part of the way we operate. We expect all employees to comply with risk management policies and practices and monitor and report risks including fraud risk.

Our pillars for our success:

- Elevate our members;
- Inspire our people; and
- Enhance our performance.

Our Values:

- We do the right thing
- We are courageous
- We go beyond
- We listen & care
- We work together

JOB SPECIFICATION

JOB PURPOSE AND SCOPE

The Financial Controller works with a high level of autonomy whilst displaying significant initiative to manage the day to day operations of the finance function, including management and supervision of the finance team. They are responsible for overseeing the financial management of the organisation, maximising its financial strength through effective reporting, monitoring and cash flow strategies, and taking responsibility for the budget, premium setting and forecasting processes. They are responsible for ensuring compliance with relevant legislation and other regulatory requirements, along with ensuring a high level of financial reporting, and strong budget management. They will provide support to, and work with, the Chief Operating Officer to ensure the strategic financial objectives of the entity are met. The Financial Controller is responsible for the operational management of capital management and liquidity management requirements of the organisation and assists in setting the strategy for capital and liquidity management. They are responsible for ensuring a high level of service is provided to the business on all financial matters.

At all times, the Financial Controller is required to act with integrity, honesty and confidentiality.

KEY RELATIONSHIPS

Internal

- Police Health Senior Leadership Team
- Police Health Managers and Team Leaders
- Police Health Board Members
- IT Team
- Business Solutions & Support Team
- Marketing & Sales Team
- Customer Service Team

External

- External Auditor
- Internal Auditor
- Australian Prudential Regulation Authority
- Bankers
- Investment Manager
- Appointed Actuary

KEY RESPONSIBILITIES:

1. Management of day to day finance requirements
 - Manage and supervise all financial and month end processes, including but not limited to, payroll, accounts payable, account reconciliations, corporate credit card processing, fixed assets and other day to day requirements.
 - Ensure appropriate financial controls are in place.
 - Develop and ensure compliance with appropriate accounting policies to ensure compliance with relevant accounting standards.
 - Manage finance team projects as they arise.

2. Ensure reporting obligations are met
 - Manage preparation of annual financial statements, and the associated external audit process.
 - Manage the process for quarterly (and monthly if required) prudential return preparation.
 - Ensure a high standard of management reporting is achieved to assist the Leadership Team and Board decision making.
 - Provide regular and ad-hoc reporting to the COO, to be included in Board reports.
 - Liaise with the Appointed Actuary to ensure the Financial Condition Report and Risk Margin reviews are prepared in a timely manner.
 - Ensure ATO reporting, including but not limited to BAS and FBT is undertaken within relevant timeframes to a high level of accuracy.

3. Ensure compliance with capital management and liquidity requirements
 - In conjunction with the COO, recommend the capital and liquidity parameters in accordance with the prudential standards.
 - Manage capital within the parameters set out in the associated capital management policies, including providing advice on accounting policies and transactions to enhance, or avoid breaching capital requirements.
 - Manage liquidity requirements within the parameters set out in the Liquidity Management Plan.
 - Ensure timely and accurate cashflow forecasting and reporting is undertaken to manage the current and future liquidity of the entity.
 - Ensure Pricing Philosophy (and other relevant policies) is adhered to.

4. Manage annual budget and premium round processes, and ongoing forecasting requirements
 - Liaise with all departments in setting the annual budget.
 - Ensure the budget meets the capital and liquidity requirements as set out in the relevant policies.
 - Ensure timely actual vs budget analysis is undertaken.
 - Ensure departments are provided with regular, accurate reporting against their budget, and work with the departments to identify savings and efficiencies.
 - Manage the annual premium round process, including liaison with the Appointed Actuary, and assist with the preparation of the written submission and related Board reporting.
 - Ensure regular, accurate forecasts are prepared, highlighting any areas of concern.

5. Manage investment portfolio and Banking requirements
 - Manage investment portfolio in conjunction with the Investment Manager, to maximise returns and minimise the negative impact on capital and liquidity, whilst ensuring compliance with the parameters set out in the Investment Policy.
 - Manage banking facility requirements, including corporate credit card facility and liaise with bankers as and when required.
 - Regularly review internal banking access to ensure it remains relevant and appropriate.

- 6. Finance Team Leadership
 - Lead the Finance team in the delivery of outcome-oriented objectives ensuring team accountabilities are clear and that appropriate resources are deployed.
 - Foster a high performing team culture utilising relevant Police Health performance tools and support.
 - Ensure appropriate learning and development practices are in place to support team development needs, including providing on-job coaching as necessary.
 - Hold staff accountable to operational policies, procedures and agreed performance standards.
 - Demonstrate appropriate leadership behaviours reflecting organisational values, business focuses and commitment to the Employee Code of Conduct Policy.
 - Recruit new team members as required and ensure effective Induction of new staff.

- 7. Internal Audit and Project Management
 - Work with Internal Auditors on finance related projects.
 - Implement agreed findings from Internal Audits.
 - Manage finance related projects.
 - Assist other teams with financial aspects of projects.
 - Work closely with the Business Solutions & Support Team to understand financial impact of projects.

- 8. System Management
 - Work closely with the IT Team to ensure finance related systems are maintained and up to date to ensure accuracy.
 - Maintain a logical and appropriate chart of accounts to ensure accurate and user friendly reporting.
 - Manage the system utilised to lodge APRA requirements.

PERSON SPECIFICATION

QUALIFICATIONS:

Tertiary qualification (or higher) in Finance, Commerce or Accounting.

CA or CPA qualified.

KNOWLEDGE, SKILLS AND EXPERIENCE:

Essential Requirements:

- Minimum 5 years' experience in a senior finance role within a fast paced, complex environment.
- Sound knowledge and application of Accounting Standards.
- Proven track record in team management, collaboration and development.
- Proven track record in effective time management, and priority management, including conflicting priorities.
- Exceptional analytical & problem solving skills with the ability to be proactive in identifying efficiencies and business improvements.
- Significant project management skills and experience.
- Well-developed interpersonal skills including effective communication skills, both orally and in writing.
- High level of attention to detail.
- Experience working with accounting based software such as Technology One.
- Sound working knowledge of MS Office Suite, including advanced Microsoft Excel skills

Desirable:

- Experience in a highly regulated industry.
- Experience in a not-for-profit organisation.
- Experience within an organisation which has experienced rapid growth.

PERSONAL QUALITIES:

- Self-motivated, innovative and enthusiastic.
- Team player willing to support team members in a proactive manner.
- Have an "above and beyond" attitude towards their role.
- High level of attention to detail.
- Operates with honesty and integrity.
- Friendly and approachable.
- Professional in conduct.

SPECIAL CONDITIONS:

- Some after-hours work may be required to meet peak work or special reporting requirements.
- On rare occasions, some interstate travel may be involved.
- Meet the requirements of the 'Fit and Proper Standard' in accordance with Prudential Standard CPS 520 Fit and Proper, as amended and set out in Police Health Limited – Fit and Proper Policy.
- Acceptable National Police Check required on commencement and three yearly thereafter.
- Australian Work Rights



HOW TO APPLY

Applications should be addressed to Andrew Reed and Hannah Way. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.