

## **GPHN014 – Manager Finance**

**Full time (1.0FTE), Ongoing (subject to funding)**

### **WHO WE ARE:**

Gippsland PHN is a not for profit charity that works at a regional level to achieve improved whole of system health care. Our vision is for a Measurably Healthier Gippsland. We work closely with the primary health care system, identifying opportunities to improve health outcomes in Gippsland communities. We do this through health system improvement programs, and by commissioning services to address local health needs via our regional commissioning role.

We aim to:

- Ensure health issues are prioritised, understood, and invested in, using local strengths;
- Build and support local capability in primary health care professionals;
- Enable transparent communication and information exchange across the primary health care sector; and
- Improve access in primary health services particularly for those at risk of poor health outcomes, and where gaps exist in hard to reach locations.

### **WHO WE ARE LOOKING FOR:**

#### **Manager Finance**

We currently have a full-time (1.0 FTE) career opportunity available as the Manager Finance. The Manager Finance is responsible for all key accounting functions and the coordination of all daily financial activities including payroll.

The Manager Finance will provide direct support to the General Manager Corporate Services and provide supervision/guidance of the Assistant Accountant, and Finance and Payroll Officer positions; whilst ensuring all activities carried out are conducted in accordance with Gippsland PHN policies and procedures.

We are looking for an astute, agile, dynamic, and outcomes focused team member. Use your skills to complete work packages including but not limited to:

- Ensure organisational compliance with policy, legislation and accounting standards. Prepare monthly reports, data trend analysis, annual budget preparation and forecasting. Participate in internal and external audit preparation, reporting and response. Participate in the quarterly review process;
- Prepare briefing papers, reports and advice for the General Manager Corporate Services, COO, CEO, Board, and Leadership Team on finance and accounting matters. Provide relevant financial information for the preparation of the annual statutory accounts in accordance with Australian Accounting Standards Board (AASB);
- Oversight and assistance in all daily financial activities, including payroll. Promote the development of financial literacy within Gippsland PHN business units;
- Ensure processes are in place to effectively monitor, review and report on the commissioning and delivery of relevant programs and services, budget performance and achievement of all activities funded within the Annual Plan;
- Contribute to the development of procedures to ensure that expenditure is effectively monitored and contribute to the completion of reports, data and analysis; and
- Provide considered advice to the General Manager Corporate Services; ensuring strategic and operational risks, challenges, opportunities and key issues are identified.

### **WHAT WE OFFER:**

- *attractive remuneration;*
- *salary packaging;*
- *flexible working environments with a mix of working from home environments by agreement;*

- *a great organisational culture; and*
- *the chance for you to make a real difference to the health outcomes in our community.*

## HOW TO APPLY:

To submit your application which must include a covering letter, resume, and your addressed key selection criteria, [please click here](#).

Alternatively, you can email your application with your **three** attached documents to [recruitment@gphn.org.au](mailto:recruitment@gphn.org.au)

To view the Key Selection Criteria, please click on the [position description here](#). (page 3/4)

Members of the LGBTIQ+ community, those from culturally and linguistically diverse communities, people with lived experience, Aboriginal and/or Torres Strait Islander peoples, and people living with a disability are strongly encouraged to apply.

For further information relating to this position, please contact human resources on **03 5175 5420**.

## DIVERSITY AND INCLUSION:

At Gippsland PHN we value diversity and inclusion. We encourage and celebrate a diverse and inclusive workforce that embodies respectful, psychologically safe work practices where everyone can contribute. We value diversity in culture, ethnicity, race, sex, gender identity or expression, sexual orientation, age, disability status and neurodiversity.

**APPLICATIONS CLOSE: Sunday 22<sup>nd</sup> February 2026**

*All enquiries and applications will be handled professionally and with the strictest of confidence.*

