

## Chief Finance Officer HES3

### Your opportunity

Provide high level strategic leadership and direction in relation to the Financial Management, Accounting and Performance Reporting Services teams of the Cairns and Hinterland Hospital and Health Service (CHHHS) in alignment with Hospital and Health Service goals, Queensland Health strategic directions and other national, state and local policies and professional standards.

This position is responsible for overseeing activity-based funding, financial and performance reporting and treasury management, to ensure that the Health Service meets its statutory reporting requirements, complies fully with the Financial Accountability Act 2009, the Hospital and Health Board Act 2011 and other relevant legislation.

Operational responsibility for annual operating budget within the following teams:

- Finance
- Case Mix, Costing and clinical coding
- Centralised Contracts Unit
- Business Support Unit including Billings, Debt Management, Travel Hub and Fleet Service and Bookings
- Systems Integration and Reporting Team.
- Corporate ICT
- IeMR – Digital Hospital
- Medical Records and Health Information Services
- Revenue Services

Cairns and Hinterland Hospital and Health Service [Strategic Plan 2023-2027](#)

**First Peoples Health Equity commitment**

As a Health Service, Cairns and Hinterland Hospital and Health Service have a key role to play in addressing health inequities in our region. We are committed to providing clinically and culturally safe access to health care for First Peoples. Please refer to our [CHHHS Health Equity Strategy 2025-2028](#) for further information.



[Visit us online](#)



[Our organisation structure](#)



#### Vacancy reference

CAH673516



#### Salary

\$290 649 - \$301 265 per annum  
(total remuneration)



#### Role type

Fixed Term Temporary Full Time for 3 years



#### Location

Cairns



#### Team/Division

Chief Executive Services  
Cairns and Hinterland



#### Closing date

Friday, 13 February 2026



#### Contact

Name: Sarah Buckler – Hardy Group  
Phone: 0429 486 740  
Email: sbuckler@hardygroupintl.com

### How to apply

- Applications must be received by **Friday, 13 February 2026**
- The reference number to include in your allocation is **H25\_5002**
- Please submit your application via the HG website: [Here](#)
- **Note: Please use the online platform to submit your application. It will not be accepted via email.**

Please provide the following information:

- Your current CV or resume, including the names and contact details of at least two referees
- A written response addressing the key selection criteria

## Key Result Area – Strategy and Operational Planning

### Your key accountabilities

- This role has strategic and operational management of the areas of finance, revenue and coding, Fleet, Travel and Information, Communication and Technology (ICT).
- Financial resource management including the establishment, maintenance and review of financial internal controls.
- Give financial advice on the delivery of the Strategic Plan, Clinical Services Plan and Service Level agreement.
- Provision of strategic ICT, Health Service Performance and Procurement information and advice at Board and Executive level to enable the achievement of strategic and business objectives (including compliance with statutory obligations and standards).
- Establish performance measurement frameworks and processes to monitor CHHHS performance against agreed key performance indicators and specific funded projects.
- As a member of the EMT contribute to the delivery of the CHHHS strategic plan, operational plans and performance management, specifically in the area of finance, revenue and coding, Fleet, Travel and ICT.
- Develop a CHHHS ICT Strategic Plan to support the CHHHS Strategy.
- Provide strategic advice to the Chief Executive relating to financial, service agreements, procurement and performance related matters and other issues as allocated.

### Performance Measures

- Active participation in strategy and service planning.
- Monthly qualitative and quantitative reporting to Executive and Board on the financial results for revenue, expenditure and Capital.
- Monthly reporting on finance related KPI's.
- Development of a CHHHS ICT Strategy.
- ICT environment to match the needs of the business.

#### Our values



COMPASSION



ACCOUNTABILITY



INTEGRITY



RESPECT

## Key Result Area – Safety and Quality

### Your key accountabilities

- Ensure the portfolio achieves the highest level of quality of services.
- Ensure the portfolio and the CHHHS achieves accreditation requirements including ACHS.
- Ensure all significant risks in the portfolio are identified, mitigated and assigned as appropriate.
- Implement all recommendations to improve quality from reviews within the agreed timeframes.
- Ensure appropriate policies, training and development, performance measures and risk management processes are in place to deliver excellence in service delivery.
- Complete internal customer feedback processes for all departments in the portfolio to develop plans for improvement.

### Performance Measures

- Portfolio contributes positively to CHHHS accreditation requirements.
- Ensure appropriate WHS for all departments.
- Recommendations from reviews are completed satisfactorily within the agreed timeframes.
- Policies are reviewed regularly.
- All staff undertake annual performance and development.
- Reviews and risks are identified and mitigation process implemented.
- Improvement made resulting from consumer feedback.

#### Our values



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## Key Result Area -Financial Sustainability

### Your key accountabilities

- Develop annual operating budgets including MOHRI targets for each department/service and HHS.
- Ensure this portfolio meets the agreed financial targets.
- Develop robust business cases for new or expanded services.
- Oversee and participate in the development of annual minor capital plan.
- Ensure the portfolio actively delivers on revenue and targets are met.
- Oversee organisational sustainability programmes designed to ensure continuing efficiencies and cash savings benefits are achieved across the HHS.
- Preparation of financial information including Annual Financial Statements to facilitate the discharge of the CHHHS's statutory reporting obligations.
- Provision of advice on the effectiveness of accounting and financial management information systems and financial controls in meeting the CHHHS's requirements.
- Provision of advice concerning the financial implications of, and financial risks to, the CHHHS's current and projected services.
- Provision of timely and high quality strategic financial analysis, advice and reports to the Board, relevant Board Committees, Executive Management Team (EMT), and Senior Management Team to enable the achievement of strategic and business objectives.
- Effective management of day-to-day cash flow and capacity.
- Ensure the CHHHS capital assets are recorded accurately in the asset register and on the CHHHS balance sheet.
- Provision of leadership in the preparedness and implementation of system enhancements that supports and facilitates effective performance monitoring and management of the Health Service within an activity-based funding environment.

### Performance Measures

- Ensure HHS deliver on agreed annual budget.
- Monthly reporting of performance against budget and variance analysis.
- Annual financial sustainability plan developed and implemented.
- Meet revenue targets.
- Meet MOHRI target.
- Develop and delivered OSP targets and plans.
- Timely analysis on business case requests.
- Implementation of seamless financial controls into the operations to support management decision making.
- Timely identification and reporting of financial anomalies.
- ICT projects implemented on time and on budget.
- Ensure ICT programmes of work contribute to an efficient work practice.
- Accurate and regular forecasting.
- Confirmed refinement of the ABF methodology applied to the business to optimise all revenue opportunities and minimise costs.
- Education of non-financial personnel of the ABF methodology.

#### Our values



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## Key Result Area – Leadership and Management

### Your key accountabilities

- Positively contribute as an Executive member to delivery on the strategic and operational requirements of the HHS.
- Provide high level advice to the Executive and Board on key issues impacting on the delivery of KPI's.
- Lead and manage day to day activities within the portfolio in accordance with the Values of CHHS.
- Work collaboratively with the HSCE, the Executive team and senior leaders to lead, manage and coordinate all commissioning, planning and positioning of services such that optimal levels of health service delivery and patient safety are achieved.
- Strategically lead an effective and cohesive senior management team that provide the leadership and management required to effectively manage the day-to-day operations within a framework of quality and safety.
- Develop a positive culture within the portfolio which encourages and recognises high performance, builds leadership capabilities and supports staff to maximise their health and wellbeing.
- Be a strong, visible leader, driving performance improvements, governance, policy and culture change, operating ethically, with integrity and within legislative requirements.
- Oversee ICT Projects to ensure delivery on time and within budget.

### Performance Measures

- Active participation as a member of the Executive.
- Written and verbal advice to Board and Executive is of a high standard and is timely.
- Meeting legislative requirements, policy and procedures and improvements relating to work health and safety.
- Achieving a positive rating for employee satisfaction in all employee related surveys.
- Engage in a partnership model with operations and provide timely and supportive financial and ICT advice and analysis.

#### Our values



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## Key Result Area – Relationships and Engagement

### Your key accountabilities

- Ensure effective working relationships across the HHS's and support other portfolios in the delivery of the HHS strategy.
- Support clinician engagement strategies to improve consultation and collaboration.
- Support engagement with the community and external health providers.
- Actively contribute in high level forums (internal and external) to influence policy and strategic direction.
- Developing and maintaining strong relationships with relevant key stakeholders.
- Support the Health Service's effective engagement with the community, external stakeholders, and other Hospital and Health Services to ensure the needs and expectations are appropriately managed and articulated.

Follow defined service quality standards, occupational health and work policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.

Fulfil the responsibilities of this role in accordance with CHHHS values.

### Performance Measures

- Member of external forums that contribute to Qld Health policy and operations.
- Receive positive feedback in relation to collaboration and consultation across the CHHHS.
- Positive changes are implemented as a result of customer feedback.
- Active attendance at the District Consultative Forums.

#### Our values



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## Our workplace

Cairns and Hinterland Hospital and Health Service provide an extensive range of health services at more than 30 regional, rural and remote facilities across a geographical area of 142,900 square kilometres. The Health Service is 95 percent self-sufficient with only a small number of high-level acute services being provided in Townsville and Brisbane.

## Your key skills

We are looking for the best suited applicant for the role. We will do this by assessing your eligibility, your ability to perform the requirements of the role, and if relevant the way you carried out previous roles. We will also consider your potential to contribute to Cairns and Hinterland Hospital and Health Service and how your engagement would support our commitment to Compassion, Accountability, Respect and Integrity.

## Budget Responsibility

The Chief Finance Officer is responsible for implementing, reporting and monitoring the Cairns and Hinterland Hospital and Health Service operating budget, which totals \$1.4B in 2024-25 financial year and ensuring a robust and secure ICT environment that meets the needs of the HHS – maintaining the latest best practice operating environment and security.

## How you will be assessed

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

- A successful track record within a large, complex service organisation in providing leadership and management in financial systems, procedures and controls, that operates efficiently and to the highest professional standards.
- Demonstrated high level ability to manage and project cash flows relating to income, expenditure and capital.
- Demonstrated knowledge in the areas of finance, revenue and coding, Fleet, Travel and ICT.

- Demonstrated ability to provide expert financial strategic advice together with the ability to deliver accurate, timely and relevant financial information.
- Demonstrated ability to strategize and utilise vision to drive financial decisions, prioritising effectively and understanding the impacts of decisions and managing risks appropriately.
- Demonstrated executive leadership in formulating the annual operating plan and financial sustainability plan.
- Demonstrated strategic and operational understanding of health purchasing and funding arrangements.
- Demonstrated advanced consulting, communication and interpersonal skills which are conducive to the establishment of business partnerships and positively influencing others in a significant environment of performance accountability, continuous change and organisational transformation.
- Demonstrated executive thinking ability, including the capacity to proactively identify and develop complex organisational responses to leverage new opportunities and innovations, including negotiations with key stakeholders. Partnering and teamwork skills are also essential as the position will operate within a team environment in which Finance and IT infrastructure services support is integral to successful broader service delivery requirements.

### Targeted assessment of core behavioural competencies:

- Problem Solving
- Political Savvy
- Dealing with Ambiguity
- Managerial Courage

### Our values



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## Mandatory qualifications/Professional registration/Other requirements

- Member of a recognised Accounting professional body.
- Minimum of ten years' experience at a senior level in a similar sized organisation.
- Participate in an Executive on-call roster.
- Relevant health or management post graduate qualifications would be highly regarded.
- This position requires the incumbent to operate a Class C vehicle, and an appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be provided before commencement of duty.

## Employment screening

Appointments are made in accordance with *Public Service Commission (PSC) Directive 07/23 Recruitment and Selection and HR Policy B1 Recruitment and Selection*.

Cairns and Hinterland will conduct the required employment screening prior to appointment.

- **General criminal history check – conducted by Queensland Health (mandatory for all appointments)**
- **Proof of Identity**
- **Citizenship/Visa check**  
Applicants must have the right to work in Australia
- **Serious Disciplinary Action check**

In addition, applicants may also be required to complete if being appointed to work in specific facilities or areas:

- Corrections Services criminal history check (*Corrective Services Act 2006*)
- National Police check (*Aged Care Act 1997*)
- Working with children check – Blue card (*Commission for Children and Young People and Child Guardian Act 2000*)

Vaccine Preventable Diseases (VPD) evidence as required for your employment in accordance with legislation/government policy and Directives. Please see [QLD Health Careers](#) for further information. [VPD Evidence Form](#)

Applicants are required to disclose any pre-existing illness or injury which may impact on their ability to perform the role as per section [571 of the Workers' Compensation and Rehabilitation Act 2003](#).

Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.

We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#)

### Our values



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