

The Royal Children's Hospital Melbourne
50 Flemington Road
Parkville Victoria 3052 Australia
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www.rch.org.au



Position Description

Position Title	Chief Financial Officer		
Department / Division	Executive Team		
Classification	HEER Executive Salary	Employment Status	Full Time, Fixed Term – 3 years
Position reports to	Chief Executive Officer		
Direct Reports to Position	Director Finance Director Management Accounting Director Procurement and Supply Director Payroll Director Infrastructure Chief Digital Officer		
Team Size and budget	FTE – 270, Budget - \$27M (ex ICT 35 FTE)		
Location	The Royal Children's Hospital, Flemington Road, Parkville		
Position Contact	clive.peter@rch.org.au , or by telephone: 03 9345 4921		

THE ROYAL CHILDREN'S HOSPITAL
<p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$1B, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through living of our values.</p> <p>Further information on RCH is available at www.rch.org.au</p>

ROLE PURPOSE

The Chief Financial Officer (CFO) contributes to the Executive management of the RCH leading finance and key corporate functional areas. This role is accountable for good governance, appropriate financial management practices and a consistent standard of accountability and financial reporting, including regular attendance at the RCH Board, Finance and Audit Committees. The CFO will provide key leadership in the delivery of LHSN Statement of Expectations in the domain of shared services.

The CFO will contribute to the development of the overall RCH Strategy and plans and will take carriage of Sustainability and Commercialisation strategies. The CFO will support, challenge and mentor their colleagues in pursuit of the organisation's objectives, excellence and mission.

The role is a key member of the Executive and is required to provide insight and intelligence in a collegial fashion to influence outcomes. As a pivotal advisor to the board, CEO and to the critical stakeholder collective, the incumbent will represent the interests of the hospital and create strong constructive relationships across the board.

The delivery of effective financial management, operational analysis and the budgeting process, internal allocation of financial resources to support business partnering processes, ensuring adequate financial control systems are in place, safeguarding of assets, and managing financial risk appropriately, are core to the role. The incumbent will also provide leadership and direction to a number of Corporate Service departments to ensure that clinical operations are appropriately supported in achieving their objectives.

KEY ACCOUNTABILITIES

Strategic Leadership and Organisational Capability

- The CFO must role model the values of the organisation and provide leadership within their remit as well as across the organisation in a positive, collegiate and constructive fashion
- The role must establish and build strong collaborative working relationships across the organisation as well as with key stakeholders including but not limited to the Department of Health, our Campus partners, the Local Health Service Network (LHSN) and Public Private Partnership (PPP)
- The CFO is required to ensure that all related activity is performed in line with the Financial Management Act 1994 and supported by the Standing Directions of the Minister for Finance who will specify matters that must be complied with by public bodies, and who provides advice and general guidance on best practice in complying with the requirements
- Our aspiration to remain one of the world's leading paediatric hospitals means extending our reach to regions and beyond, not through direct care but by being open to partnership and sharing our expertise. The CFO will create a sustainable financial strategy to realise this vision
- The CFO will:
 - Lead and collaborate with the Executive and organisation on financial sustainability with a focus on revenue generation and efficiency strategies
 - Lead the cultural shift to transition the organisation to sustainability mindset and practice including business literacy, cost containment accountability, redesign and waste elimination
 - Provide strategic Finance leadership by contributing to the RCH strategic and business planning processes
 - Lead and manage budget cycles and processes across the RCH. Lead and oversee the monitoring of financial performance at the RCH while at all times working with other executive to ensure high quality care
 - Improve the influence of RCH in state-wide and national financial policy development and planning through effective relationships with key stakeholders such as the Department of Health
 - Build and maintain collaborative relationships with external stakeholders and outsourced service providers to ensure the ongoing identification of opportunities that improve the RCH financial environment
 - Facilitate effective relationships with the Campus and Precinct partners, the hospital's infrastructure provider under the Public Private Partnership and other relevant organisations to support the objectives of RCH
 - Ensure corporate functions are best practice, innovative and support the health service to deliver its goals

Finance

- Oversee the Finance Department's design and delivery of organisation-wide policies, processes and systems which ensure all cost centre managers have access to the best possible resources and are educated to interpret and understand financial reports and put in place actions to ensure the RCH meets its financial objectives
- Regularly review financial delegations to ensure that cost centre managers are empowered to work efficiently consistent with distributed leadership
- Analyse and monitor operational and financial performance and promote strategies for continuous improvement
- Lead and oversee the annual accounts process to ensure that the RCH meets all reporting timelines and attains favourable audit results
- Facilitate the implementation of financial improvement strategies directly related/assigned to Finance and Corporate
- Develop functional budget plans for sign off by CEO, in line with Executive colleagues, Divisional objectives and RCH financial policies and procedures
- Manage own expenditure within budget
- Actively seek opportunities to find alternative funding sources
- Ensure sound business practices are observed and that systems and procedures meet legal, industry and hospital requirements
- Facilitate effective relationships with the RCH's internal and external Auditors
- Monitor and advise on changes to financial practices and legislation and their application to RCH and ensure RCH has an effective Financial Compliance and Taxation strategy and plan in place, and ensure that appropriate legal compliance is maintained

Procurement and Supply

- Oversee the RCH's procurement performance, action tenders and negotiations to improve efficiency and maximise savings
- Work in collaboration with Health Services Victoria to maximise benefit and product quality from State contracts
- Consolidate all sundry suppliers where appropriate to ensure a full optimisation of buying capabilities
- Review and negotiate all service provider contacts as required
- Ensure compliance with relevant internal and State procurement policies
- Maintain a robust set of internal controls around procurement procedures
- Ensure procurement systems and processes remain contemporary and fit for purpose and oversee contract management processes

Facilities

- Assist the State to manage relevant contract terms and obligations of the Private Public Partnership
- Monitor the performance of any outsourced service providers and maintain an effective working relationship
- Develop long term plans for optimal asset management and sustainable space utilisation at 50 Flemington Road and other RCH properties
- Work with other key stakeholders both on and off campus to ensure facilities are fit for organisation purpose and requirement
- Ensure minor and major capital works are undertaken in a timely and efficient manner having regard for Hospital operations

ICT

- Lead the Information and Technology function to deliver and maintain contemporary fit for purpose enabling technology and a forward-looking digital strategy
- With the CDO, deliver contemporary digital platform for both clinical and non-clinical services as budget permits
- With the CDO, deliver appropriate support and ensure interface with EMR and emerging CHA are able to function optimally, and maximise the value of data to the organisation
- With the CDO, monitor and ensure appropriate cyber security measures are in place

Payroll

- Manage and oversee the outsourced Payroll Service provision by Royal Melbourne Hospital
- Through KPIs, ensure that RCH staff are paid their entitlements on time and in accordance with the obligations under multiple complex Enterprise Agreements
- Sponsor and lead major payroll/rostering system projects in collaboration with RMH leaders and take executive account manager responsibility with major vendors
- Ensure that an effective and collaborative interface exists between Finance, P&C, RCH Payroll Team and RMH Payroll team

Other Duties

- Ensure that business practises are observed and continuously improved.
- Systems and procedures meet safety, quality, legal, industry and hospital requirements
- Perform other duties and respond to other RCH priorities and projects as required

QUALIFICATIONS AND EXPERIENCE

- Relevant tertiary qualifications, preferably to post-graduate level essential, including membership to either the Institute of Chartered Accountants (CA), CPA Australia, or equivalent
- Background in large, complex health, public sector or corporate organisations
- Proven ability and achievements in leading a major Finance department or division in a complex service delivery environment essential
- Experience in leading non-Finance support teams
- Extensive experience in providing financial and strategic advice as a member of an executive team
- Demonstrated experience in developing and implementing strategic and business plans
- Proven track record of financial performance over a sustained period
- Demonstrable experience in working with a Board
- Demonstrated ability in leading and managing budgeting processes in a large organisation
- Solid understanding of Accounting Standards and Taxation requirements as they apply to a health service
- Experience with or a knowledge of Victorian public sector funding; health funding desirable
- Ability to foster positive relationships across the organisation and with relevant external stakeholders
- High energy, resilient leader and problem solver
- Excellent communication and collaborative leadership skills
- Strategic thinker combined with strong analytical skills

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children's Check throughout their employment
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure

IMPORTANT INFORMATION

RCH Values

Our values help us achieve our vision of a world where all kids thrive. All new and existing employees commit to the RCH Values to contribute to a safe and positive culture

- Curious – we are creative, playful and collaborative
- Courageous – We pursue our goals with determination, ambition and confidence
- Inclusive – We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind – We are generous, warm and understanding

Quality, Safety and Improvement

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety, Excellence and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Lead relevant improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

25 July 2025