



Is a smoke free workplace

Position Description

Position: **Community Representative
– Finance & Audit Committee**

Date: **1st July 2015**

Employment Status: **Honorary**

Department: **Board of Management**

Conditions: *As per the Appointment and Remuneration Guidelines for Victorian Government Boards, Statutory Bodies and Advisory Committees July 2014*

Accountable to: **Chair Finance & Audit Committee**

OUR ROLE:

Beechworth Health Service (BHS) is the only public hospital within the Indigo LGA. We play an important role in providing health services for our community and collaborate with our larger partners to assist local people to have their health services, or part thereof provided as close to home as possible.

OUR APPROACH:

We deliver on our role by being:

Accessible

Where:

- People wanting to access services at Beechworth Health Service will be able to do so as those services are needed.
- Staff have the requisite skills to be able to provide the planned clinical services
- Technology is utilised to allow for access to services that aren't provided at BHS
- People can access services irrespective of cultural background

- People can access services irrespective of physical capability
- Health services are provided as locally as possible

Collaborative

Where:

- We ensure that care is planned and delivered in accordance with the specific needs of the individual
- We establish formal partnerships with neighbouring health services to support and enhance the continuous health journey
- We work in partnership with community groups to address the health needs of all people within the community
- We are fully engaged with consumers to support their continuous health journey
- We actively seek the involvement of consumers in decisions about its services
- We work with others to implement innovative solutions that deliver the most effective health outcomes

Sustainable

Where:

- We foster the confidence of the community and government through effective and ethical governance practices
- We develop a stable and committed workforce through fair and equitable employment principles
- We manage financial resources in a responsible and efficient manner
- We operate in a manner that minimizes environmental impact
- We explore opportunities to expand our range of services in accordance with the needs and expectations of the community
- We ensure that buildings and facilities are able to meet current and future health needs

We do this through the continual pursuit of:

Excellence – *where we aim higher than the standards that are expected of us in everything we do*

AT BEECHWORTH HEALTH SERVICE WE SHARE THE FOLLOWING VALUES:

Respect

- Being courteous and considerate of the diversity and equality of all.

Unity

- Encouraging participation, collaboration and a common purpose.

Innovation

- Promoting flexibility and the exploration of new ideas and methods in everything we do, to reflect the changing needs and expectations of our community.

Excellence

- Enhancing quality of life while meeting the highest standards of quality, safety and client centred care.

Integrity

- Promoting professionalism and openness through honesty, fairness and ethical behaviour.

1. POSITION OBJECTIVES

The role of an independent member of the Finance and Audit Committee is to provide an independent viewpoint on financial matters as listed in the Finance and Audit Committee Charter, and represent the community served by Beechworth Health Service.

2. KEY RESPONSIBILITY AREAS

Mandatory

- To live and model Beechworth Health Service values
- Actively promote Beechworth Health Service in a positive manner.
- Uphold the ethical values expected of members of public sector bodies
- Provide advice on:
 - The financial performance of the organisation.
 - The financial risk, control and compliance frameworks
 - The external accountability responsibilities as prescribed in the *Standing Directions of the Minister for Finance Under the Financial Management Act 1994*; and
 - The Board's integrity framework

3. GENERAL RESPONSIBILITIES

3.1. Fulfil the duties and responsibilities of the Finance and Audit Committee Charter in the areas of:

- Financial Statements
- Integrity Oversight and Misconduct Prevention
- Risk Management
- Internal Control
- Performance Management
- Internal Audit
- External Audit
- Compliance; and
- Reporting

4. DESIRABLE

Internal Liaisons

- Chair Finance and Audit Committee
- Finance and Audit Committee Members
- Chief Executive
- Chief Financial Accounting Officer

External Liaisons

- Community
- Financial Auditors
- Internal Auditors
- Victorian Auditor General
- Department of Health & Human Services
- Department of Social Services

- Victorian WorkCover Authority

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent of the position will be accountable to the Chair of the Finance & Audit Committee and is limited to the provision of independent advice and contributions consistent with the role of the committee as specified in the Finance and Audit Committee Charter.

The extent of authority is within the legislative obligations expressed in:

- Standing Directions of the Minister for Finance
- Financial Management Act 1994

6. QUALIFICATIONS AND EXPERIENCE

6.1. Skills

- Financial Literacy
- Understanding of the principles of risk management
- Reading and understanding financial statements
- Industry-specific skills and knowledge

6.2. Qualities

- Integrity, Objectivity, Accountability, Honesty and Openness
- Dedication of time and effort
- An enquiring mind
- Independence of judgement

6.3. Experience

- Business experience in the public or private sector

An annual appraisal will be conducted by the Finance and Audit Committee Chair
As the occupant of this position, I have read and understood the above position description.

Name: [please print]

Signature: **Date:-**.....

BEECHWORTH HEALTH SERVICE

Finance and Audit Committee

Nomination Form

I, (full name) of
..... Postcode
Phone (BH) (AH)..... Mobile
Fax: Email:

hereby nominate to voluntarily serve as a community representative on the Finance and Audit Committee (FAC) of Beechworth Health Service.

Reasons for nominating:
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Please outline the contribution you believe you can make as a member of the FAC:
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Please list any skills and attributes that may assist with your contribution on the FAC:
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PLEASE NOTE: Members of the FAC will be required to undertake a Police Check and sign a Confidentiality Agreement.

You may provide a C.V and/ or list referees. (optional)

..... Date:
(Signature)