

## Position Description

<b>Position Title</b>	Finance Data Analyst
<b>Program and/or Team</b>	Finance
<b>Reports to</b>	Finance Manager
<b>Direct Reports</b>	Nil
<b>Primary Location</b>	2A Gardeners Road East Bentleigh or 347 Bay Road Cheltenham Staff may be required to work at other Connect Health & Community or partner sites.
<b>Enterprise Agreement</b>	Victorian Stand Alone Community Health Services (Health & Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018 - 2022
<b>Classification Grade</b>	Subject to skills and experience.
<b>Status, FTE and Hours</b>	Full time, fixed term to 30 June 2023
<b>About Connect Health &amp; Community</b>	We are a not-for-profit community health service, helping residents in the southeast, Bayside and Glen Eira areas.
<b>Transfer of Employment to Better Health Network</b>	<p>We are the largest provider of problem gambling services in Victoria and have been providing health and social services to the local community for more than 40 years.</p> <p>Connect Health have recently voluntarily amalgamated with two other community health organisations, Star Health and Central Bayside Community Health Services, to form a new entity called Better Health Network, which will be a larger, more influential organisation.</p> <p>At a date to be determined, the terms and conditions of your employment may transition to BHN and will remain unchanged.</p> <p>For further details please refer to: <a href="http://Home   NewCo VA (voluntaryamalgamation.com.au)">Home   NewCo VA (voluntaryamalgamation.com.au)</a>.</p>

<b>Role Objectives</b>	To assist in the transition of finance and other data, systems and platforms to a new legal entity under Voluntary Amalgamation.
<b>Position Specific Outcomes</b>	To perform information migration and rigorous testing to ensure accuracy and completeness of data and processes.

<p><b>Responsibilities of all workers</b></p>	<p>Promote activities and programs in accordance with our Strategy, Vision and Purpose.</p> <p>Model our Values in the workplace.</p> <p>Adhere to our Code of Conduct, Child Safe Code of Conduct and NDIS Code of Conduct (where relevant).</p> <p>Comply with our funding and legislative requirements, including policies, procedures and systems and those of other external stakeholders.</p> <p>Promote awareness that we encourage consumer, carer and community participation.</p> <p>Participate in meetings, training and development, quality improvement processes and workplace health and safety requirements.</p> <p>Undertake other duties as directed.</p>
<p><b>Key Selection Criteria Mandatory</b></p>	<p>Extensive experience working in financial, accounting and data environments or similar</p> <p>Bachelor or higher qualifications in Accounting/Commerce/Finance and Data Analytics</p>
<p><b>Desirable</b></p>	<p>Demonstrable skills and competency in the extraction, curation and manipulation of financial and non-financial data sets across a variety of applications and applications.</p> <p>Experience in working in fast paced project environments.</p>

<p><b>Compliance</b></p>	<p>A Valid Working with Children Check and Police Check are mandatory.</p> <p>Employees working in a NDIS Risk Assessed Role are required to provide a NDIS Worker Screening Check Clearance.</p> <p>Employees must maintain and keep up to date all mandatory compliance requirements (Working with Children Check, Police Check, Professional Registration and NDIS Worker Screening Check (if relevant)), related to their position at their own cost.</p> <p>Under the <i>COVID-19 Mandatory Vaccination (Specified Facilities) Directions</i>, Connect Health are required to collect, record, and hold vaccination information about all employees and are not able to permit an employee who is not fully vaccinated to work onsite unless an approved Medical Exemption applies. Employees must be able to comply with this requirement.</p>
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This position description may be modified from time to time to reflect organisational changes.

Employee Declaration:	I have read, understand, and agree to work in accordance with this Position Description.
Employee Name:	
Employee Signature:	
Date:	