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| HEALTHY NORTH COAST<br>**POSITION DESCRIPTION** | **PD** | **392** |
| | **Version** | **1.0** |

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|---|---|
| **Position Title** | Associate Director, Financial Control |
| **Classification:** | Individual Contract |
| **Industrial Agreement or Award:** | Individual Contract / National Employment Standards |
| **Reports to:** | Director, Finance, Operations and Digital Services |
| **Date Reviewed:** | November 2025 |

## HEALTHY NORTH COAST VALUES




## POSITION OBJECTIVE

The Associate Director, Financial Control provides leadership and entrepreneurial drive to manage Healthy North Coast's (HNC) financial operations with integrity, strategic insight, and operational excellence. The Associate Director, Financial Control plays a key role in ensuring financial sustainability, compliance and internal control systems are maintained, and transparency and timeliness of HNC financial reporting to funders and other stakeholders. By working across all HNC Directorates and external partnerships, this role supports high level decision making through providing high level financial insights and analysis.

The Associate Director, Financial Control will also play a key role in driving revenue diversification strategies from government and non-government sources to enable HNC to deliver on its mission to improve health outcomes across the North Coast region of New South Wales.

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## KEY RESPONSIBILITIES

- Lead the financial planning, budgeting, and forecasting processes
- Oversee financial reporting, ensuring accuracy and compliance with accounting standards and regulatory requirements
- Work closely with the Director of Finance, Operations and Digital Services to provide high level strategic advice to the HNC Board and external partners
- Provide leadership in managing HNC's cash flow, investment portfolio, and financial risk
- Ensure compliance with funding agreements, including PHN program requirement.
- Develop and maintain internal controls and financial policies
- Coordinate external audits and liaise with auditors and external funders to ensure compliance
- Develop fundraising and philanthropic fund investment strategies
- Supervise and mentor finance staff, fostering a culture of accountability and continuous improvement
- Collaborate with operational teams to support financial decision-making and performance monitoring
- Provide Chief Financial Officer support to HNC in the absence of the Director of Finance, Operations and Digital Service.
- Provide financial support and strategic advice to HNC's Commissioning program where required
- Contribute to the financial oversight and governance of Mid-North Coast Specialist Outreach Clinic administered by HNC.

Please note significant inter and intra state travel, and work outside standard office hours, may be a requirement of this role.

## CAPABILITY FRAMEWORK

Healthy North Coast has an endorsed Capability Framework that supports each position across the organisation. The Classification of each position details role specific capabilities.

## SELECTION CRITERIA

**Applicants must demonstrate how they meet the Selection Criteria for this position**

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| **Key selection** | 1. Strong analytical and strategic thinking abilities, with a focus on driving measurable impact and aligning initiatives with organisational objectives |

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| | 2. Excellent verbal and written communications skills with the ability to tailor content for different audiences including funders, the public and stakeholders<br>3. Highly developed communication skills to convey complex information in a manner that is easily understood and tailored to a range of audiences.<br>4. Proven success in building, developing and maintaining strong strategic partnerships with key stakeholders, developing and implementing innovative projects and programs that are both responsive to local needs and enhance service and system integration.<br>5. Lead and implement the development of a funding strategy to secure additional resources to drive enhanced support for health outcomes.<br>6. Evaluate funding opportunities to ensure that business opportunities align with HNC policies and objectives and provide support across the organisation for appropriate initiatives.<br>7. Considerable experience in influencing a business unit or functional area<br>8. Strong engagement and people leadership skills with the ability to manage, develop, support and coach people to achieve success<br>9. Champions organisational vision and strategy through supporting the development and implementation of operational plans<br>10. Ability to deputise for relevant Director as required<br>11. Knowledge of and commitment to Work Health and Safety, Equal Employment Opportunity, Cultural Safety, and Continuous Improvement principles |
| **Qualification** | 12. Relevant post graduate finance and/or accounting qualification and/or at least 10 years of senior management experience. CPA/CA designation or other recognised post graduate qualifications. |

## APPOINTMENT SUBJECT TO:

1. Criminal record clearance
2. Employee confirmation that they do not have a pre-existing injury or illness that would affect their ability to undertake the inherent requirements of this position
3. Current Class C Driver's Licence may be a requirement of specific roles

## PERFORMANCE OBJECTIVES:

To be established with the Reporting Manager within the 3-month probationary period.

## ACKNOWLEDGEMENT:

*The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.*

*As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.*

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|---|---|
| Name: | |
| Signature: | |
| Date: | |