

WORKING TOGETHER FOR BETTER ORAL HEALTH



Finance Analyst

Title: Finance Analyst	Reporting to: Director, Financial Planning & Reporting
Business Unit: Finance	Classification: HS5

Position Purpose:

The Finance team report sits within the Chief Finance Officer Portfolio and provides support across the whole of Dental Health Services Victoria. A key focus of this role is the provision of relevant, timely, accurate and insightful management information and reporting to stakeholders. This role will support stakeholders and management with various financial, analytical and accounting needs in line with the transformation agenda.

Role Accountabilities:

Role Specific

- Preparing and finalising monthly financial and non-financial results and providing analytical insights
- Scenario planning, sensitivity and "what-if" modelling in Excel to support senior management decision making.
- Providing analytical support and recommendations to the budget holders, with a focus on forecasting volumes, costs and resources
- Participate in the documentation, analysis and delivery of operational improvement plans
- Leading and preparing the forecasting process for stakeholders on a monthly, quarterly and annual basis in a timely manner. This includes co-ordinating with key stakeholders to deliver the annual budget
- Identifying continuous improvements for processes by automating and simplifying reporting and other key activities. Working closely with the business intelligence team to implement standard reports
- Ad-hoc management reporting and analysis as required by business



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Generic:

- Demonstrate and promote a proactive commitment to health & safety, wellbeing and the environment by actively participating in the ongoing identification of risks
- Participate in myDevelopment ensuring goals are signed off and reviewed
- Model behaviours that demonstrate the Victorian Public Health Sector and DHSV values in all aspects of work
- Undertake other reasonable duties as requested ensuring effective and timely completion

Role requirements:

Knowledge:

Mandatory

- Strong data analysis and modelling skills to analyse and summarise data from a variety of sources
- Strong presentation and communication skills; able to make the complex simple
- Able to ensure the approach and output is simple, structured, accurate and robust
- Excellent communication and stakeholder influencing skills
- Excellent knowledge and use of standard software application such as MS Office suite of tools esp. advanced Excel
- Knowledge in managing resources, budgets, and financials

Experience:

Mandatory

- Demonstrated experience in finance analysis/business partnering
- Experience in budgeting and forecasting
- Experience in gathering and interpreting information from a range of sources, and a track record in problem resolution
- Experience in working well under pressure and with minimal supervision & coordinating multiple tasks

Desirable

- Experience in a public health sector environment
- Experience in developing dashboards in Excel/Power BI or similar reporting system



dental health
services victoria

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Desirable

- Knowledge of DHSV and public oral health
- Knowledge of key market drivers, industry players and latest developments in the health industry and its impact to the organisation

Position Title: Finance Analyst | Version: 2 | Sign off date: 11 July 2025

OPEN UP TO **BETTER**

