

Classification	APS level 6
Position Title	Senior Analyst, Financial Analysis and Monitoring
Group	Compliance Management Group
Section	Financial and Prudential Supervision
Reporting Manager	Assistant Director Financial Supervision
Location	Adelaide, Brisbane, Canberra, Hobart, Melbourne, Sydney and Perth
Status	Full-Time Ongoing/Non-ongoing

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care.

The Commission is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible quality of life.

We aim to build confidence and trust in aged care, empower consumers, promote best practice service provision, promote quality standards and hold providers to account for their performance against the expected standards of care. We seek to promote an aged care system that develops safer systems of care, inculcates a culture of safety and quality, and learns from mistakes, while providing the oversight that can assure the community that aged care services are operating as they should, including working on continuous improvement.

Compliance Management Group

The Compliance Management Group is responsible for delivering national programs in relation to approved providers' compliance with their obligations under the quality and prudential responsibilities, across both residential aged care and home services. This includes monitoring and engaging with providers in relation to their compliance with those responsibilities and in relation to provider financial viability. Where providers are not meeting their responsibilities, we take regulatory action proportionate to the level and use our powers based on the capability and willingness of the provider to take the action required. Where providers are unable to demonstrate their ability to mitigate the identified risks, we closely case manage the provider, often working with other internal and external stakeholders. The Compliance Management Group also delivers a program of educative campaigns, prudential audits, and targeted reviews to ensure approved providers understand their responsibilities and are supported to meet them.

Financial and Prudential Supervision section

The Financial and Prudential Supervision section comprises two teams, the Prudential Supervision team and the Financial Supervision team.

The Senior Financial Analysts sit within the Financial Supervision team and are responsible for assessing and monitoring financial viability risks of approved providers. They monitor approved providers financial viability position to ensure risks are managed in a proportionate manner.

Purpose of position

The Senior Financial Analyst will be responsible for supporting aged care providers to quantify financial viability risks and develop planned actions to mitigate these risks. Working closely with the Assistant Director, the position will be responsible for assessing the financial position of aged care providers and case managing aged providers that are part of the provider engagement and management program. The position plays an important role in helping to build a more financially resilient aged care sector as it enables the Commission to better anticipate and manage financial risks that could impact the quality or accessibility of aged care services for older Australians.

Key Accountabilities

- Prepare financial analysis reports that provide sound and well-reasoned advice on aged care providers exhibiting financial risks, ensuring that the analysis identifies appropriate recommendations and next steps
- Support other members of the team by working collaboratively on more complex cases and participating in peer reviewing financial analysis reports
- Contribute to the training and onboarding of new staff by sharing your skills and experience
- Manage your priorities and regularly update the case management system to ensure accurate and timely reporting to executives
- Actively monitor aged care providers that are exhibiting high financial viability risks
- Provide updates on cases you manage to key internal and external stakeholders including the Department of Health and Aged Care's State and Territory Office networks
- Support providers to identify and implement strategies to improve their financial performance
- Identify and recommend other potential supports that might be able to support providers
- Contribute to process improvements including the preparation of work instructions and standard operating procedures
- Participate and contribute to Section meetings and Commission governance bodies as required
- Ability to interpret and apply legislation to determine whether an aged care provider is complying with their responsibilities
- Support the Assistant Director by identifying and escalating risks or emerging issues in a timely manner

Key Capabilities

- Experience undertaking financial viability analysis and presenting it in written reports that are easy for a variety of audiences to understand
- Ability to work independently, with limited instruction to deliver quality outcomes under strict timeframes
- Stakeholder engagement skills that demonstrate your ability to build and nurture professional relationships internally within the Commission and externally with other agencies
- Strong written and verbal communication skills
- Bachelor's degree in accounting or business-related field

Desirable

- Ability to apply financial analysis knowledge in the aged care sector or other regulatory environment
- Professional accounting qualifications (i.e. CA, CPA)
- Experience working in a compliance / regulatory environment

Key Relationships

Internal:	Assistant Director, Director and relevant staff in Compliance Management Group
External:	Department of Health and Aged Care (including the State and Territory Office networks), and Aged care providers

ILS Capabilities: The APS ILS Framework applies to this position is the [APS6 ILS Framework](#)