



Information Pack

for Advertised Positions with Western NSW Primary Health Network

Thank you for your enquiry. This pack contains:

- information about the role and our organisation,
- guidelines for applying, and
- the selection criteria we will be using to select the right candidates.

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The Role

Senior Manager Finance & Corporate Services

Location

Dubbo, Orange or Bathurst

Contract type

Full time permanent contract

About the role

Western NSW Primary Health Network (WNSW PHN) is currently seeking a motivated individual who has a passion for primary healthcare and community wellbeing.

The Senior Manager Finance and Corporate Services is responsible for the operational leadership and management of the organisation's finance and corporate services functions.

The role ensures the delivery of high-quality financial management, budgeting, reporting, administration, executive support and business services that support organisational performance and compliance.

The position provides leadership to the finance and administration teams and works collaboratively across the organisation to ensure effective financial stewardship, operational efficiency, governance support and customer focused service delivery. The role contributes to organisational sustainability by ensuring sound financial management, continuous improvement and effective corporate support services.

The position also provides strategic financial advice and recommendations to the Executive Leadership Team, Chief Executive Officer, Finance Audit and Risk Management (FARM) Committee and Board to support informed decision-making, organisational sustainability and long-term financial planning.

The position can be based in any one of our offices, including: Dubbo, Orange or Bathurst.

The salary for this position is Level 5, Grade 4 (\$136,312 + superannuation).

If you have any questions about this position after you have read this Information Pack, please contact **Graeme Allen** on **0499 786 018**.

Applications should be submitted via our [Careers site](#) by **11:59pm on 31 August 2026** and must include all components outlined [here](#) to be accepted.

Selection Criteria

Essential

- Bachelor's Degree in Finance, Accounting, Commerce or a related discipline.
- CPA Australia, Chartered Accountant (CA ANZ) or equivalent professional accounting qualification.
- Experience in a similar senior finance leadership role, preferably within government, health and/or the not-for-profit sector.
- Demonstrated experience leading and developing professional teams within a complex organisational environment.
- Experience with all elements of the accounting function, including payroll, accounts payable, accounts receivable, general ledger and asset management.
- Ability to analyse financial data and prepare financial reports, statements, forecasts and projections.
- Demonstrated experience managing government funding, grants, acquittals or contract-based funding arrangements.
- Strong understanding of Federal and State financial regulations, including ASIC, ATO, ACNC and superannuation obligations.
- Excellent written and verbal communication skills, including interpersonal, negotiation and stakeholder engagement skills.
- Advanced Microsoft Office skills, particularly Excel and financial reporting tools.
- Ability to work flexible hours, as part of a team, in a high-volume work area.
- Capacity to travel within Western and Far West NSW and hold a current driver's licence.

Desirable

- Experience in health, NGO, or community services sectors.
- Experience in working with Aboriginal people, organisations and communities in view of planning and implementing services and achieving outcomes for Aboriginal people.
- Experience implementing financial systems, business process improvement or digital transformation initiatives.
- Experience supporting board committees, governance processes and organisational audits.

About Western Health Alliance Ltd (WHAL)

Western Health Alliance Ltd (WHAL) trades as Western NSW Primary Health Network (WNSW PHN).

WNSW PHN is one of 31 Primary Health Networks across Australia. We are an independent, not-for-profit organisation funded by the Commonwealth Department of Health, established to support frontline health and wellbeing services. Our focus is to increase the efficiency and effectiveness of primary health care, ensuring people receive the right care in the right place at the right time.

WNSW PHN is an agile and high performing organisation that responds to the identified needs of the community, Commonwealth and State health policy, and the development needs of primary health

care providers. We work closely with general practice, Aboriginal Medical Services and other health care providers, Local Health Districts, non-government organisations and the broader community to plan and fund programs that support local health services to meet the health needs of our communities.

Benefits to working with us

We pride ourselves on being supportive and flexible and offer a great range of benefits including:

- Generous salary packaging options up to \$18,450 per year
- Family friendly and flexible working arrangements (including Hybrid model)
- Collaboration with passionate, like-minded professionals
- 5 weeks annual leave
- Additional leave between the Christmas and New Year period
- Option to purchase an additional 2 weeks leave or cash out 2 weeks
- Corporate Fitness Program (Fitness Passport)
- Professional development allowance and study leave
- 6 weeks paid parental leave
- Free Employment Assistance Program

Applying for this position

- Carefully read this information pack in its entirety.
- Conduct some initial research on our organisation by browsing [our website](#).
- If you need to seek clarification or additional information about us and/or the position, contact the appropriate person identified in this pack.
- Decide whether you possess and can demonstrate your skills, experience, knowledge and ability against the [selection criteria](#) in this Information Pack.
- When addressing the selection criteria, provide examples to demonstrate and substantiate your claims. Examples should outline a situation, identify the action you took and summarise the subsequent result. Keep your response to no more than two pages, plus your Resume/Curriculum Vitae (CV).
- Be aware of the closing date and where and how to lodge your application. If, for any reason, you cannot submit your application by the closing date, you should ring the contact person to see if a late application will be accepted.
- If you require any special arrangements (e.g. wheelchair access, hearing or visual aids, etc.) to assist you in attending an interview, please discuss these with the contact person when the interview is being arranged.

WNSW PHN is an Equal Employment Opportunity employer, and we are committed to working towards Reconciliation (learn more about our Reconciliation journey [on our website](#)). Aboriginal and Torres Strait Islander people are encouraged to apply.

What to include in your application

In order for your application to be accepted for this role, it must include:

- A cover letter introducing yourself and outlining your interest in the position
- Statement addressing each of the [selection criteria](#) within this Information Pack
- Resume/Curriculum Vitae (CV) that should include:
 - contact details including telephone number and email address
 - education/qualifications
 - an employment history summary including (for each position):
 - the employer
 - start and finish dates
 - your position/title
 - your responsibilities and achievements in the position
 - a summary of your skills
 - professional memberships
 - the names of two work related referees (must be work related and senior to the position you hold), and other relevant information that will support your application not covered elsewhere.

Submit your application

Applications should be submitted via our Careers site by **11:59pm on 31 August 2026**.

Apply here: [Work With Us | Western NSW Primary Health Network Careers](#)

Position Description

Position Title:	Senior Manager Finance & Corporate Services
Position Location:	Dubbo, Orange, Bathurst
Position Reports To:	Executive Manager Corporate Services & Governance
Portfolio:	Finance, Corporate Services & Governance
Contract Type:	Permanent full time
Industrial Instrument:	Western Health Alliance Ltd Enterprise Agreement 2025
Position Classification:	Level 5 Grade 4
Delegated Authority:	Level 3 - As defined in the Delegations Procedure

Position Purpose

The Senior Manager Finance and Corporate Services is responsible for the operational leadership and management of the organisation's finance and corporate services functions.

The role ensures the delivery of high-quality financial management, budgeting, reporting, administration, executive support and business services that support organisational performance and compliance.

The position provides leadership to the finance and administration teams and works collaboratively across the organisation to ensure effective financial stewardship, operational efficiency, governance support and customer focused service delivery. The role contributes to organisational sustainability by ensuring sound financial management, continuous improvement and effective corporate support services.

The position also provides strategic financial advice and recommendations to the Executive Leadership Team, Chief Executive Officer, Finance Audit and Risk Management (FARM) Committee and Board to support informed decision-making, organisational sustainability and long-term financial planning.

Key Responsibilities

Financial Processing

- Oversee accounts receivable and accounts payable process, ensuring timely payments and adherence to internal processes.
- Oversee payroll processing to ensure accurate and timely payment of all related payments and adherence to internal processes

- Review and approve invoices, purchase orders and vendor updates.
- Maintain current and archived financial records of the organisation as well as general ledger, banking and asset records.

Financial Reporting & Analysis

- Oversee preparation of monthly and annual financial reporting for the organisation.
- Engage with managers and lead discussions on financial performance of their relevant area.
- Provide strategic reporting to the Finance Audit and Risk Management (FARM) Committee, or Board.
- Responsible for completion of annual audit, including liaising with auditors and reporting to FARM Committee or Board. Lead the preparation of annual statutory financial statements and associated disclosures.
- Provide analysis and recommendations regarding financial sustainability, funding utilisation, organisational performance and emerging financial risks.
- Present complex financial information in a clear and meaningful manner to support management and governance decision-making.

Budgeting & Forecasting

- Lead the organisations budget development and monitoring process in collaboration with management and executive.
- Provide ongoing reforecasts based on current financial performance of the organisation factoring in upcoming known developments for opportunities and resource allocation.
- Lead long-term financial planning activities, including financial modelling, scenario analysis and forecasting to support organisational sustainability and strategic objectives.
- Provide financial advice regarding resource allocation, workforce planning and investment opportunities.

Compliance & Internal Controls

- Ensure the completion of statutory financial reporting requirements within required timeframes. Including ATO, ASIC, ACNC.
- Maintain banking facilities with financial institution.
- Maintain and strengthen internal controls, processes and policies to prevent fraud and ensure accuracy.
- Oversee financial reporting, acquittal and compliance requirements associated with Commonwealth, State and other funding agreements.
- Monitor expenditure against approved funding allocations and identify emerging compliance risks.
- Ensure compliance with contractual, legislative and financial governance obligations relevant to the organisation.

Quality Improvement

- Provide leadership and guidance to the organisation on key financial policies and processes such as financial delegations and procurement.
- Ensure documentation of key financial policies and procedures is appropriate, including working with the quality and risk team on any required updates.
- Ensure finance and corporate services procedures remain current and compliant.
- Support organisational risk management, internal audit activities and continuous improvement initiatives.
- Contribute to the development and review of policies, procedures and business processes.
- Promote quality management principles and organisational compliance frameworks.
- Lead the administration, optimisation and continuous improvement of financial management systems, including Sage Intacct and associated reporting platforms.
- Monitor implementation of audit recommendations and continuous improvement initiatives relating to finance and corporate services functions.

Corporate Services Management

- Oversee office administration systems and regional office operational requirements.
- Monitor corporate service contracts, suppliers and service delivery arrangements.
- Support property, facilities, fleet and asset management activities.
- Provide oversight of procurement governance and purchasing practices across the organisation.
- Support the management of insurance arrangements, corporate assets and key service contracts.
- Ensure corporate services functions operate efficiently and deliver high-quality support to internal stakeholders.

Team Development

- Completion of individual performance plans and annual reviews for direct reporting staff.
- Conduct monthly staff support meetings with direct staff to provide effective feedback.
- Ensure development and knowledge sharing within the team to enhance operational efficiency as well as upskilling through relevant courses.
- Build and maintain a high-performing finance and corporate services team through leadership, coaching, mentoring and workforce capability development.
- Identify succession planning opportunities and support professional development pathways for team members.
- Foster a culture of accountability, collaboration, customer service and continuous improvement.

Work Health and Safety

- Take reasonable care of their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply with WNSW PHN policies and procedures relating to health and safety.
- Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.

Statement of Organisational Commitment

WNSW PHN is strategically focused on improving health outcomes for Aboriginal and Torres Strait Islander people living and connected to our region and plays a leadership role in transitioning the primary health care system through the development of culturally safe and aware models of care, ensuring access to quality health care and commissioned services. WNSW PHN recognises Aboriginal and Torres Strait Islander people as the original inhabitants of Australia and as the Traditional Custodians of the land. We encourage and promote a culture of diversity within our workforce. To continue to improve the way we work with Aboriginal communities, we encourage recruitment of local Aboriginal and Torres Strait Islander people within the region to add their voice to achieve health goals and priorities for our communities.

General Responsibilities

- Demonstrate a commitment to WNSW PHN's vision and values.
- Respect confidentiality in line with the Privacy Act 1988 and related policies and procedures.
- Be aware of and adhere to WNSW PHN's policies and procedures.
- Ensure WNSW PHN health literacy principles and practices are known and applied.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend and participate in out-of-hours meetings and functions as required.
- Actively participate in staff development activities.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment utilised in the office.
- Undertake other duties commensurate with the role as required.
- Demonstrate and embed culturally safe practices into all work outputs and the workplace.
- Demonstrate and embed Corporate Social Responsibility in our business operations and interactions with their stakeholders.
- This role is a non-clinical support role and will not involve the diagnosis, treatment or provision of direct patient care of any type.

Competency Framework Key behaviours

(Refer to WHAL Competency Framework)

Core Competencies	Role Requirement Level
Analytical Thinking	<i>(4) Undertakes broader, complex analyses</i>
Initiative	<i>(4) Takes action to realise future opportunities</i>
Customer Focus	<i>(4) Delivers best practice customer service</i>
Learning Orientation	<i>(4) Implements plans to ensure long-term knowledge & capability</i>
Results Focus	<i>(4) Drives broader business results</i>

Teamwork and Co-operation	<i>(4) Builds team effectiveness</i>
Conceptual Thinking	<i>(4) Thinks creatively to pursue unique solutions</i>
Judgement & Decisiveness	<i>(4) Makes sound strategic decisions</i>
Planning & Co-ordinating	<i>(4) Manages competing organisational priorities</i>
Developing Others	<i>(4) Provides highly detailed feedback to encourage longer term career development</i>
Influencing and Negotiation	<i>(4) Focuses on areas of interest to influence and adapts approach to fit audience</i>
Leading the Team	<i>(4) Generates strong commitment and enthusiasm</i>

Selection Criteria

Essential

- Bachelor's Degree in Finance, Accounting, Commerce or a related discipline.
- CPA Australia, Chartered Accountant (CA ANZ) or equivalent professional accounting qualification.
- Experience in a similar senior finance leadership role, preferably within government, health and/or the not-for-profit sector.
- Demonstrated experience leading and developing professional teams within a complex organisational environment.
- Experience with all elements of the accounting function, including payroll, accounts payable, accounts receivable, general ledger and asset management.
- Ability to analyse financial data and prepare financial reports, statements, forecasts and projections.
- Demonstrated experience managing government funding, grants, acquittals or contract-based funding arrangements.
- Strong understanding of Federal and State financial regulations, including ASIC, ATO, ACNC and superannuation obligations.
- Excellent written and verbal communication skills, including interpersonal, negotiation and stakeholder engagement skills.
- Advanced Microsoft Office skills, particularly Excel and financial reporting tools.
- Ability to work flexible hours, as part of a team, in a high-volume work area.
- Capacity to travel within Western and Far West NSW; hold a current driver's licence.

Desirable

- Experience in working with Aboriginal people, organisations and communities in view of planning and implementing services and achieving outcomes for Aboriginal people.
- Experience working in the health, NGO or community services sectors.
- Experience implementing financial systems, business process improvement or digital transformation initiatives.

- Experience supporting board committees, governance processes and organisational audits.

Special Conditions

- An understanding and commitment to Cultural Safety in the workplace.
- Conditions of employment are governed by the industrial instrument specified in the first table, the Fair Work Act 2009, National Employment Standards, Western Health Alliance Limited Employment Contract and WNSW PHN policies and procedures.
- Out of hours work, on evenings and/or weekends, may be required from time to time for which flexible working hours may be negotiated with your Manager.
- Travel, including overnight stays, across the region within the WNSW PHN's boundary may be necessary from time to time. Occasional intrastate and/or interstate travel may also be required.

Appointment Prerequisites

- Verification of eligibility to lawfully work in Australia. You must be an Australian or New Zealand Citizen, a Permanent Resident of Australia or possess a valid Australian Working Visa to be employed by WNSW PHN.
- Certification of tertiary qualifications and professional membership (if applicable to role).
- AHPRA Registration verification (where applicable to role).
- Verification of current NSW Drivers Licence.
- Verification of comprehensively insured motor vehicle (if applicable to role).
- National Police check.
- Working with Children check (if applicable to role).