

BUSINESS SKILLS FOR THE HEALTH SECTOR

Finance and Accounting Skills for Budget Holding Managers in the Health Sector

20 & 21 September 2010 – Auckland
27 & 28 September 2010 – Wellington

NEW

- Understand the structure of the health sector and your planning and reporting obligations to the Crown
- Understand financial terminology, financial processes and financial reports of your DHB/organisation
- Interpret cost centre reports and be able to take actions to get back on track
- Understand appropriations, funding sources, baseline updates and the authority for variations
- Prepare budgets and forecasts for your area

Contracting in the Health Sector

4 & 5 October 2010 – Auckland
18 & 19 October 2010 – Wellington

- Save time and money by learning to effectively document commercial contract negotiations
- Examine the merits of various types of health sector contracts
- Understand the small print in health sector contracts
- Ascertain when to terminate a contract and when to seek legal help
- Deal more effectively with lawyers and the legal system

Facilitators:

Kevin Lee, Business Skills Training



Brian Bray, DLA Phillips Fox



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Management Training

Finance and Accounting Skills for Budget Holding Managers in the Health Sector



Auckland

20 & 21 September 2010,
Mercure Hotel

Wellington

27 & 28 September 2010,
Duxton Hotel

Governance and financial management within the public sector

- The role of public sector financial management
- Identifying departments and agencies within the government reporting entity
- The structure of the health and disability sector
- Practical exercise: Defining financial terminology for your DHB/organisation
- Governance and financial accountability within the public sector
- The role and purpose of inputs, outputs and outcomes
- Estimates, appropriations and parliamentary scrutiny
- Accountability reports
- Monitoring and advisory agencies to government
- Core public sector legislation
- An overview of the government budgeting cycle:
 - Strategic phase
 - Initiatives phase
 - Production phase
- Key government priorities
- The role and appointment of departmental chief executives and Crown entity boards

Governance and financial management within your DHB/organisation

- The role and structure of your financial management framework
- The budgetary control process
- Financial delegations
- The role and appointment of District Health Boards
- Obtaining approval for variations

Practical exercise: Determining the appropriate authority for a variation

Practical exercise: Defining DHB/ organisational financial terminology

- The planning process
- The planning timetable
- Financial reporting priorities throughout the year
- The financial responsibility shield
- The seven golden rules for public sector budget holding managers

Examining the financial systems of your organisation

- How does the budget link into the other aspects of finance?
- Long term planning
- Monthly reporting
- Daily transactions
- Examining the key components of your organisation's financial systems
- Practical exercise: Determining the major components of financial systems
- Accounts payable and accounts receivable
- Examining the functions of the treasury
- Fixed asset register
- Understanding the difference between Capex and Opex

- What is depreciation and what methods are used to calculate it?

Practical exercise: Determining whether purchases are Capex or Opex

- Funding mechanisms for Capex in the health sector
- The capital expenditure approval process
- Payroll and petty cash
- General ledger

An overview of financial audit and taxation

- The role of internal and external auditors
- Understanding IRD record keeping requirements
- An overview of Goods and Services Tax (GST)
- An overview of Fringe Benefit Tax (FBT)

Practical exercise: Determining whether FBT applies to specific purchases

Understanding different types of cost

- Identifying costs
- Fixed vs. variable
- Controllable vs. non controllable
- Shared and allocated costs
- The importance of organisational cost structure

Practical exercise: Determining whether costs are fixed or variable

Practical exercise: Identifying the full cost of a decision and how costs build up

How to manage budgets for cost centres and projects

- The role of cost centre and project reporting
- Why are there accounting rules and why should you follow them?

Practical exercise: Determining whether the accounting rules have been followed

- The advantages of variance reporting
- How to interpret and act on the variances within your cost centre statements
- Common reasons for incorrect variances

Practical exercise: Using cost benefit analysis to determine what action to take

How to prepare accurate and meaningful budgets

- What is the purpose of budgeting?
- Understanding the budgetary control process
- The interrelation between different budgets
- What are the methods for preparing cost centre budgets?

Practical exercise: Preparing a budget using zero based and incremental methods

- How to correctly phase/ seasonalise your budget across the year

Practical exercise: Determining how to spread the budget

- Tips for effective budgeting
- Examining how finance people can help you prepare a budget



Kevin Lee, Director, Business Skills Training

Kevin Lee is a professional facilitator and trainer with twenty years senior management experience in large and medium sized organisations.

Kevin has extensive senior management experience in the UK and New Zealand in

both the private and public sectors. His clients include ANZ, Heinz Watties, Ministry of Fisheries and Statistics NZ. His approach is highly practical, using only the financial theory that people need to know, and then building skills and knowledge through case studies, examples and group work.

His Course - Finance and Accounting Skills for Budget Holding Managers in the Health Sector has been a popular in house training course for numerous DHB clients and is now available as a public course.

Kevin's qualifications include an MBA, a post graduate diploma in Business Administration with distinction and a Business Studies degree. Kevin is accredited as a Belbin Team Role Facilitator and professionally qualified as a Chartered Management Accountant. He is a member of the New Zealand Association for Training and Development, the Human Resources Institute for New Zealand and the Chartered Institute of Management Accountants.

Contracting in the Health Sector



Auckland
4 & 5 October 2010,
Mercure Hotel

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Understanding the purpose of a contract

- What is a contract?
- What is a deed and when is it used?
- What is the purpose of a contract?
- Examination of different contracts and when they should be used
- Health contracts
- Measuring the quality of a contract
- Using plain language

Drafting a legally effective contract

- What essential ingredients constitute a contract?
- Principles underlying binding contracts
- Offer, acceptance and consideration
- Balancing legal necessities against commercial realities
- What formalities are required to make the contract legally binding?
- Contracting with the right legal entity
- What legislation affects your contract?
- Terms to avoid or include
- Mistakes commonly made in forming contracts
- Contracting in the health sector
- Public Sector Organisations
- Non Government Organisations

Case study

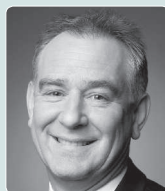
How to read and understand contracts

- Key features of an effective contract
- Specific provisions
- Boilerplate clauses
- What limitations are there for public sector contracts?
- Specific contractual issues for DHBs
- Foreseeing problems before they arise
- Identifying common danger areas in contracts
- Legal jargon explained: What are the terms you are likely to come across?

Team exercise: Learn how to structure a contract

Navigating the tendering process

- What legal obligations do you undertake when being involved in a tender?
- Getting the most out of the tendering process
- Communicating your business objectives
- Determining how to structure your tender
- Innovative approaches
- Managing risk and cost



Brian Bray, Partner, DLA Phillips Fox

Brian Bray is a partner at the DLA Phillips Fox Lawyers Wellington office and has over 20 years experience. His specialist areas of practice are commercial, business and corporate law. He also advises a wide range of clients in both the private

and public sectors on a wide range of commercial matters, including restructuring, corporate governance, director's duties and legislative compliance.

Brian has considerable expertise in public sector procurement for

- Consultation prior to tendering
- Risks to DHBs when tendering

Case study

Managing legal risks in health sector contracting

- Anticipating and managing contractual risks
- Analysis of the legal risks associated with health sector contracts
- Protecting yourself effectively from risk
- Governance
- Contracting with Non Government Organisations
- Shared services and JVs in the DHB structure

Team exercise: Preparing a risk identification checklist

Managing health sector contracts – managing and preventing disputes

- How to avoid common administrative problems in existing contracts
- Understanding the remedies available in the event of a dispute
- Understanding the legal and court systems
- Making use of dispute management and resolution options
- Knowing when and how to terminate a health sector contract
- Dealing effectively with lawyers and the legal system
- Undertaking pre contractual due diligence

Exploring service level contracts

- An introduction to service level agreements
- Measuring the performance of service provision and effective performance-based measures

Case study

Performance and breach of health sector contract issues

- The growing demand for performance-based contracts
- Determining the rewards/penalties to encourage contractor performance
- What do you do when it all falls apart?
- The remedies available for breach of contract including damages, specific performance and injunctions
- Examining the risk factors for the claimant
- Exploring the legalities of breach of contract
- Termination of the agreement

Case study

central and local government organisations. He has developed specialist knowledge in public sector and in particular health sector requirements and guidelines for procurement and tendering.

Brian has assisted and advised clients in relation to establishing in-house precedents, manuals, formatting, development of procurement guidelines and standardisation of a suite of document precedents. He has given commercial advice to Contract Managers on market practice, best practice and precedent drafting, including a workshop on clear communication through drafting.

Brian has presented at many conferences in New Zealand on contracting related issues and undertakes contracting workshops for clients.

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Contracting in the Health Sector



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Position _____ Email _____

Finance & Accounting Skills for the Budget Holding Manager Contracting in the Health Sector Auckland Wellington Select City

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First name Last name

Position _____ Email _____

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