



Position Description

Title:	Finance Officer
Date of Effect:	February 2012
Type of Employment:	Part Time
Department:	Administration
Conditions:	In accordance with Health, Community Services and Ambulance – Management and Administrative Staff (Public Sector – Victoria) Award 2003 and current EBA
Hours:	32 hours per week (0.8 FTE)
Accountable to:	Chief Accountant
Role Statement:	To provide timely and accurate information regarding financial matters to the executive staff, managers and when directed, to Department of Health To ensure the efficient use of resources in line with the BHS strategic directions

Vision & Strategic Intent

Our Vision:

We exist in a healthy and vibrant community where individuals have the capacity and potential to manage their own health and improve their physical, mental and social wellbeing. We are fully integrated with our community and together we plan for and respond to changing health needs through the provision of high quality and efficient health services.

Strategic Intent:

We at Beechworth Health Service behave in a way:

- that is respectful and reflects equality
- that encourages participation by all

- that creates flexibility and acceptance which enables us to adapt to changing needs and expectations of our clients and the community.

Why do we exist?

We exist so that people have access to services that supports/encourages/enables them to lead a healthy quality lifestyle

- We are the local component of the larger health service
- We enable people to better manage their own health
- We are committed to person centred care

CODE OF BEHAVIOUR

FOR STAFF AT BEECHWORTH HEALTH SERVICE

Beechworth Health Service (BHS) aims to provide care of the highest quality through ongoing exceptional performance and behaviour of our staff, consistent with our organisation's values.

Professional Behaviour

- Use your knowledge and skills to perform your duties to the best of your ability in a competent manner.
- Exercise fairness and dignity in your dealings with others.
- Honour and uphold confidentiality and respect the rights of others.
- Present a professional appearance to work.

Collaborative Working Relationships

- Recognise individuality and develop collaborative working relationships.
- Seek to resolve concerns rapidly and constructively.
- Work to ensure a safe, healthy, productive, enjoyable and creative environment.

Communication with Respect and Tolerance

- Recognise and respect individual differences in others, including gender, spiritual values, sexual preferences, age, disability and culture.
- Communicate courteously in an atmosphere of collegiality, friendship and trust.
- Acknowledge your limitations and be willing to seek advice.
- Support the philosophy of being transparent in your work.
- Be open to receive feedback from others.
- Value sincere and open discussion of views and opinions.
- Discuss differences in a clear, calm, respectful and non-threatening manner (eg. refrain from using behaviours that are abusive, intimidating or patronising).

POSITION SPECIFICATIONS

Mandatory:

- Practical understanding of basic accounting principles.
- High level IT skills in spreadsheets (Excel) and accounting software.
- Skilled in use of Microsoft Office suite of products.
- Ability to reconcile GL accounts to subsidiary reports.
- High level numeracy and reconciliation skills.
- Excellent interpersonal skills.

Desirable:

- Post secondary studies in accounting or office procedures.
- Experience in health care finance and funding systems.
- Experience in various administrative/financial software packages including Oracle, PowerBudget and BEIMS.

RISK ASSESSMENT

Under Occupational Health & Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with the emergency procedure codes apply to all areas of the Health Service.

Aspects of normal workplace	Frequency	Comments
<p>Work Environment</p> <ul style="list-style-type: none"> • Manage demanding and changing workloads and competing priorities. Work office hours with the possibility of extended hours • Sitting at the computer or in meetings for extending periods of time • Working in a team environment and at times independently • Work in locations geographically separated from the main facility 	<p>Continual</p> <p>Continual</p> <p>Continual Occasionally</p>	
<p>Work Activity</p> <ul style="list-style-type: none"> • Undertake administrative tasks including intensive computer/keyboarding work, filing, writing, participating in meetings, concentrating for long periods of time (regular, daily basis). • Use technology including photocopiers, telephones including mobiles, fax, two-way radios, data projectors, televisions, video, and guillotines. • Undertake manual handling of equipment or stores (eg lifting, pulling, pushing, moving, transferring, twisting) on a daily basis. 	<p>Continual</p> <p>Continual</p> <p>Occasionally</p>	
<p>Work relationships</p> <ul style="list-style-type: none"> • Work within a team environment • Professional interaction with nursing, administration and other health service staff. • Interact with colleagues and other hospital staff • Members of the public 	<p>Continual</p> <p>Continual</p> <p>Continual Occasionally</p>	

STAFFING AND DIRECTION

- Work within the policies and procedures of Beechworth Health Service.
- Manage workload to ensure all financial reporting can be completed on a timely basis.

COORDINATION / MANAGEMENT

- All General Ledger data input as required on a timely basis.
- Maintain General Ledger Chart of Accounts in accordance with Department of Health guidelines.
- Advise other administration staff on correct allocation of Chart of Accounts and other financial queries.
- Assist in review of financial data with Chief Accountant and department managers and follow up on any queries from same.
- Preparation and submission of monthly, quarterly and annual reports to the Department of Health.
- Preparation and distribution of internal management reports both financial and statistical and assist with review of same with program managers.
- Maintenance of Fixed Assets Register.
- Bank reconciliations.
- All Balance Sheet reconciliations.
- Other General Ledger account reconciliations as appropriate.
- Assist Chief Accountant in their role.
- Assist in the development and review of policy and procedures
- Ensure debtors statements are sent out monthly and follow up outstanding debts as appropriate.
- Make submissions to government departments for levy refunds and other submissions as directed.
- ABS surveys as directed.
- Undertake other tasks related to financial matters as required.
- Assist internal/external auditors as required.
- Ensure a suitable staff member has adequate training to backfill position.
- Assist with the preparation of the annual budget
- Assist with preparation of BAS/FBT returns
- Other ad hoc duties that would be consistent with an administrative/finance role.

TECHNICAL SKILLS

- High level numeracy and reconciliation skills.
- High level of spreadsheet skills (Microsoft Excel).
- Computer skills including the Microsoft Office suite of products.
- Office equipment usage – photocopier, printer, fax, etc.

CLIENT CARE

- Assist with the management of residents trust funds.

QUALITY

- Perform duties in accordance with Beechworth Health Services policies and procedures.
- Participate actively in the BHS Continuous Quality Improvement Activities and accreditation requirements.
- Assist in the development, implementation and review of the Administrative and Finance Department policies and procedures.
- Undertake annual performance appraisal.

PROFESSIONAL DEVELOPMENT

- Maintain skills at a level commensurate with position requirements.
- On-going program/software training as required.
- Ensure knowledge of BHS' fire and emergency procedures.
- Complete all mandatory training as set out by BHS.
- Maintain an understanding of OH&S, Harassment, Equal Opportunity and Bullying legislation.

PERFORMANCE CRITERIA

Evidenced by:-

- All data input and reports are completed according to set timeframes.
- Bank accounts and other General Ledger clearing accounts are reconciled in a timely manner.
- Participation in BHS committees and quality activities as required.
- Adherence to BHS policies and procedures.
- Participation in mandatory training.

ACKNOWLEDGMENT

As the occupant of this position, I have read and understood the above position description.

Name: [please print]

Signature: **Date:**

Last reviewed: February 2012

Next review: February 2013