



Swan Hill
District Health



Inclusive

Compassionate

Progressive

Accountable

Finance Accounts Administration –

0.6 FTE (22.8 hours per week)

Maternity Leave – approx. 6 months

What does the job entail?

The Finance Accounts Administration role is required to assist and support in the effective and efficient provision of services by the Swan Hill District Health Finance and Accounting Team.

The core purpose of this role is to ensure accurate recording of customer payments and transactions relating to Accounts Receivable and processing all invoices received for payment through Accounts Payable in an accurate, efficient and timely manner.

Key Selection Criteria

- Proficient and well-developed computer knowledge and skills in MS Office, data entry and ability to learn different software packages.
- Exceptional verbal and written communication skills.
- Ability to analyse and revise operating practices to improve efficiency.
- Ability to multitask and effectively prioritise workload, while performing all duties with attention to detail.
- Demonstrable ability of being an effective and contributing member of a team.

Want More Info?

For enquiries please contact Melissa Ellis, Acting Senior Accountant. E: MEllis@shdh.org.au or PH: (03) 5033 9770

How to Apply?

To apply for this position, email the completed Application for Employment form, Cover letter, Resume (including the names of three referees) and response to the above Key Selection Criteria to Employment@shdh.org.au. The full position description and Application for Employment form can be found at <https://www.shdh.org.au/employment/vacancies/>

Applications will only be accepted if they include *all* of the above requirements.

Closing date: 30th June 2024



Position:	Finance Accounts Administration
Classification:	HS1
Department:	Finance Department
Reports to:	Accountant – Finance Administration Supervision
Position Summary:	<p>Assist and Support in the effective and efficient provision of services by the Swan Hill District Health Finance and Accounting Team.</p> <p>Ensuring accurate recording of customer payments and transactions relating to Accounts Receivable and processing all invoices received for payment of all Accounts Payable in an accurate, efficient and timely manner.</p> <p>Maintaining harmonious relations with all staff and other departments during the execution of the Department’s function.</p>
Responsibilities:	<p>Collect and enter data for various financial spreadsheets.</p> <p>Working as an effective team member to complete all day to day financial transactions in relation to both Accounts Payable and Accounts Receivable including verifying, classifying, and recording financial data.</p> <p>Processing accounts in relation to both incoming and outgoing payments in compliance with financial policies and procedures.</p> <p>Reconcile both the Accounts Payable and Accounts Receivable ledgers to ensure that all invoices and payments are accounted for and properly posted.</p> <p>Verify and investigate discrepancies, if any, by reconciling supplier accounts and monthly supplier statements.</p> <p>Facilitate payment of invoices due by sending reminders and contacting clients.</p> <p>Research customer discrepancies and past-due amounts with the assistance of Managers and other staff.</p> <p>Manage bad debts including listing of Accounts with external debt collection agency.</p> <p>Create reports regarding the current status of customer accounts as requested.</p> <p>Understand compliance in relation to Accounts Payable and Accounts Receivable processes including Statutory Legislation relating to GST.</p> <p>Understand expense accounts and cost centers.</p> <p>Provide administrative support to the Accountants to provide documentation to the External and/or Internal auditors and to support the Financial Management of SHDH budget.</p>

	<p>Attend to all queries and provide support and training to all Managers across the Health Service to ensure efficiency and clear understanding in regard to the process flow and procedures for the Accounts Payable and Accounts Receivable function.</p> <p>Perform other routine accounting activities as assigned to support the Accounting Staff to complete their financial reporting and monitoring function in an efficient and timely manner.</p> <p>Maintain polite and professional communication via phone, e-mail, and mail.</p> <p>Manage workflow ensuring that deadlines are met and work is completed correctly.</p> <p>Assist in training staff members and new employees.</p> <p>Implement and monitor programs as directed by management, and see the programs through to completion.</p> <p>Respond to questions and requests for information in a professional and timely manner.</p> <p>Provide statistical / financial analysis when requested.</p> <p>Other duties as requested by your Manager.</p> <p>You may also be in charge of other administrative tasks, such as:</p> <ul style="list-style-type: none"> • Setting up appointments and directing calls that are not necessarily related to finance. • Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies. • Generating memos, emails and reports when appropriate. • Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations. • Screening phone calls and routing callers to the appropriate party. • Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research. • Answering phone calls, schedule meetings to support the Accounting Team.
<p>Key Selection Criteria</p>	<ul style="list-style-type: none"> • Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel. • Exceptional verbal and written communication skills. • Time Management skills. • Ability to analyse and revise operating practices to improve efficiency. • Ability to multitask and effectively prioritise workload. • Demonstrable ability of being an effective and contributing member of a team. • Current National Police Check. • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.
<p>Salary/Award:</p>	<p>Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025.</p>

<p>Continuous Quality Improvement:</p>	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
<p>Person Centered Care:</p>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<p>Child Safety:</p>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
<p>Our Purpose:</p>	<p>Connected Care / Best Experience</p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better-connected care and to achieve the best care experience.</p>
<p>Privacy and Confidentiality:</p>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<p>Mandatory Training:</p>	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
<p>Safety:</p>	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed.

	<ul style="list-style-type: none"> Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Current:	August 2022
Managers Name:	Cherie Bailey - CFO
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

Position Applying for	
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General Information

Name			
Address			
Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

Are you of Aboriginal/Torres Strait Islander Origin? No Aboriginal Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? Yes No

Are you an Australian Citizen or Permanent Resident: Yes No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type _____ Expiry date/...../.....

Place/Country of issue: _____ Issue Number: _____

Do you require sponsorship? Yes No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – _____ (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? Yes No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585