



**Swan Hill**  
District Health



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## Accountant

**Full Time or Part Time – Negotiable**

**Flexible Working Arrangements available with the ability to work from Swan Hill or Kerang Campus's and from Home**

### **What does the job entail?**

The Financial Accountant is responsible for playing a supporting role in month end reporting, statutory accounting and taxation compliance as well as providing professional assistance and support to Management.

The core purpose of this role is to provide accurate and timely financial and management accounting and reporting for all internal and external stakeholders. In addition, this role will engage with stakeholders across the Health Service, facilitating change, achieving and delivering outcomes, and establishing and implementing business improvements.

### **Key Selection Criteria**

- Ability to think strategically, analyse situations, develop creative solutions and achieve outcomes that advance the Health Service's objectives.
- Experience in financial accounting and reporting experience within either a medium/large corporate or public practice environment.
- Strong ability to solve problems, offer solutions and make decisions.
- Extensive use of Microsoft Office and in particular hold advanced MS Excel skills.
- Committed to knowledge sharing & development of colleagues

### **Want More Info?**

For enquiries please contact Cherie Bailey E: [CBailey@shdh.org.au](mailto:CBailey@shdh.org.au) or PH: 03 5033 9299.

Applications including the names of three referees should be forwarded to: People and Culture, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or email: [Employment@shdh.org.au](mailto:Employment@shdh.org.au)

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.

**Closing date: 14<sup>th</sup> February 2025**

<b>Position:</b>	<b>Accountant</b>
<b>Classification:</b>	HS3
<b>Department:</b>	Finance
<b>Reports to:</b>	Senior Accountant
<b>Position Summary:</b>	<p>The Financial Accountant is responsible for playing a supporting role in month end reporting, statutory accounting and taxation compliance as well as providing professional assistance and support to Management.</p> <p>The core purpose of this role is to provide accurate and timely financial and management accounting and reporting for all internal and external stakeholders. In addition, this role will engage with stakeholders across the Health Service, facilitating change, achieving and delivering outcomes, and establishing and implementing business improvements.</p>
<b>Responsibilities:</b>	<p>Follow and role-model Swan Hill District Health's policy and process expectations to ensure required outcomes and behaviors are in accordance with organisational expectations.</p> <p>Contribute to a constructive culture by demonstrating constructive behaviors (e.g. achievement, self-actualisation, humanistic/encouragement, affiliative approach) when interacting with colleagues, and internal and external stakeholders.</p> <p>Develop and provide tailored financial reports (including informed, purposeful commentary) to the Board, CEO, CFO, and Executive Managers to ensure these parties are fully apprised of Swan Hill District Health's financial performance and position, enabling fulfilment of their accountabilities. This includes driving the timely preparation, communication and submission of government and regulatory financial reporting.</p> <p>In conjunction with the Accounting Team assist with the preparation of quarterly, midyear and annual returns for the Office of the Auditor General and the Department of Health. Work collaboratively with the broader finance team to complete monthly Journals and Reconciliations on a timely basis, maintain the Asset Register, BAS and FBT.</p> <p>In conjunction with the CFO and Accountants prepare the Annual Health Service Budget and undertake regular departmental budget reviews.</p> <p>Work collaboratively with all stakeholders to provide timely, practical and pragmatic advice on financial related matters and issues that support decision making and to achieve mutual outcomes to support the achievement of short term and strategic outcomes.</p> <p>Identify and present opportunities for reporting, process and system improvements and work with other teams as necessary to implement enhancements to improve the end-user experience.</p> <p>Providing financial training including induction of finance systems and awareness and understanding of management accounting principles and</p>

	<p>processes.</p> <p>Clearly communicate what you require from others and seek to understand questions or concerns they may have, engaging in problem solving to ensure outcomes meet Swan Hill District Health's business, customer and patient requirements.</p> <p>Develop and maintain in-depth knowledge of corporate and divisional business strategies, building effective working relationships with the senior leadership teams to enable the delivery of useful, relevant and informed financial planning, analysis, reporting and advisory services.</p> <p>Undertake additional accountabilities as directed by your Manager.</p>
<p><b>Key Selection Criteria</b></p>	<ul style="list-style-type: none"> <li>• Ability to think strategically, analyse situations, develop creative solutions and achieve outcomes that advance the Health Service's objectives.</li> <li>• Able to prioritise workload to meet competing demands while working towards deadlines.</li> <li>• Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, both verbally and in writing.</li> <li>• A commitment to ongoing professional development and continuous learning.</li> <li>• A flexible approach and an understanding of competing priorities of others.</li> <li>• Negotiation skills, dealing effectively with a broad range of stakeholders.</li> <li>• Financial accounting and reporting experience within either a medium/large corporate or public practice environment.</li> <li>• Working knowledge of accounting and business disciplines including financial accounting, compliance reporting, base budget development, variance reporting and systems development and improvement.</li> <li>• Strong ability to solve problems, offer solutions and make decisions.</li> <li>• Extensive use of Microsoft Office and in particular hold advanced MS Excel skills.</li> <li>• Committed to contributing as an effective member of a team, knowledge sharing &amp; development of colleagues.</li> <li>• Current National Police Check.</li> <li>• 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.</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Undergraduate university degree in commerce, business or accounting.</li> <li>• CA/CPA Qualification (desired but not essential).</li> </ul>
<p><b>Salary/Award:</b></p>	<p>Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025.</p>
<p><b>Continuous Quality Improvement:</b></p>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• 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.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> </ul>

	<ul style="list-style-type: none"> <li>It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols.</li> </ul>
<b>Person Centered Care:</b>	<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 &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Child Safety:</b>	<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>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b></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>
<b>Privacy and Confidentiality:</b>	<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>
<b>Mandatory Training:</b>	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>Take reasonable care for your safety and the safety of others while at work.</li> <li>Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>Complete all Mandatory training requirements as identified and directed.</li> <li>Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>
<b>Review:</b>	<p>Completion of My Work Plan on a yearly basis.</p>

<b>Current:</b>	28 January 2025
<b>Managers Name:</b>	
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



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

<b>Position Applying for</b>	
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<b>General Information</b>
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<b>Name</b>			
<b>Address</b>			
<b>Contact</b>	<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

<b>Conditions of Employment</b>
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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)

<b>Discipline/Misconduct</b>
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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](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585