

Position Description – Accountant – Team Leader of Finance

Position	Accountant – Team Leader of Finance
Classification	Dependent upon qualifications and Experience Grade 3 (HS3) or Grade 4 (HS4)
Award	Victorian Public Health Sector (Health & Allied Services, Managers & Administrative Officers) Enterprise Agreement 2016-2020 or its successor
Reports to	Executive Manager Corporate Services
Direct reports	NA
Key relationships	<p>External Liaison- Financial Auditors, Internal Auditors, Ballarat Health Services Payroll Department, Department of Health (Vic), Department of Treasury and Finance, Department of Health (Fed), Health Service consumers.</p> <p>Internal Liaison- Board of Directors, Executive Managers, Department Managers, Finance and Audit Committee, Finance Team.</p>
Hours of Work	Full time

About Rural Northwest Health

Rural Northwest Health employs approx. 300 team members across the campuses of Warracknabeal, Beulah and Hopetoun.

Rural Northwest Health is focused on caring and supporting people to be healthy and living a full life. Our organisation is committed to delivering our strategic goals for 2020 - 2025:

- Our care we will focus on safety, quality and accessibility in delivering healthcare across our community.
- Our team we will focus on our culture, skilling our team and ensure we have effective and fit for purpose systems to make RNH an impactful and progressive organization.
- Our partnerships we will focus on collaboration both within and beyond the healthcare sector to meaningfully engage with our communities.

OUR VISION

Strong, healthy, vibrant rural communities.

OUR MISSION

To promote wellness, enhance health, and support healthy ageing.

WHAT DEFINES US



We are committed to excellence



We listen and collaborate



We are caring and connected



We are friendly and enjoy our work



We are lifelong learners

Position summary

The Accountant is a specialist role, responsible for providing a high level of accounting expertise that oversees and leads financial management of the health service. The role encompasses budgeting and monitoring financial performance and the preparation of financial

reports for the Department of Health and Human Services and Board of Directors.

Key responsibilities

- Lead the development of the RNH budget
- Prepare financial and budget reports for the Department of Health (DH), Board and Management
- Maintain accurate financial records and provide timely report for internal and external stakeholders
- Review and monitor monthly operating results and provide advice to Management to assist with managing the results
- Proactively seek opportunities and make recommendations to increase revenue in accordance with the organization's strategic objectives and policy and funding guidelines
- Proactively make recommendations in regard to opportunities to contain expenditure in accordance with the strategic objectives of the organisation.
- Responsible for preparing acquittals, other financial statements/ reports requested by third party funding authorities including DHHS
- Preparation of financial reports for presentation to the Board of Directors or other relevant parties
- Lead and oversee asset management and capital planning in accordance with legislation, accountability frameworks and the organisation's objectives.
- Implement controls and systems to ensure best financial practice is followed
- Provide the highest standard of financial accountability in regard to all administration and monetary responsibility
- Participate in the annual internal and external auditing processes ensuring that appropriate systems are in place and maintained providing documented evidence and calculations are available for all audit requirements
- Provide direct line management of finance staff including recruitment and performance monitoring.
- Preparation of financial KPI's and presentation to Board, Committees and managers.

Key performance objectives

- Ensuring accounting functions are undertaken in accordance with accounting standards, legislation and policy and funding guidelines
- Meeting timelines associated with month end reporting, budget preparation and audit preparation.
- Implementation of recommendations arising from internal and external audits
- Maintains high standards of confidentiality with regards to sensitive financial information
- Confirm, understand and communicate reasons for significant variances, provide analysis of options at the earliest opportunity.
- Line management of finance staff in accordance with RNH policies, including

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performance review.

- Relevant documentation is maintained in accordance with the organisation’s quality management system, inclusive of policies and work instructions relevant to the work area.

Key position accountabilities

Leadership, Communication & Stewardship

- Influences other team members to bring their best by providing encouragement and being thankful.
- Speaks with others respectfully and in a way they can understand.
- Recognises when a person has communication needs beyond own skills and finds help.
- Acts in a way that values diversity.
- Takes care when using physical resources & environment.

Quality & Improvement

- Takes pride in a personal presentation.
- Works consistently in line with policies, practice standards and work plans
- Maintains quality of own work
- Asks for help and guidance when tasks are outside experience and competence.
- Supports others to achieve team goals.
- Makes changes in own work practice and offers suggestions to improve services and care.
- Understands and acts according to role to achieve the Aged Care Quality Standards and National Standards.

Health and Safety

- Acts in a way that maintains health and safety for self and others that come in contact with the work area.
- Adheres to safe work practices relevant to role, complying with OH&S legislation at all times.
- Promptly reports issues that might put self or others at risk, incidents & near misses in ways appropriate to role.
- Cares for others by speaking in a courteous and respectful manner at all times.
- Knows what to do in an emergency relevant to role.

Personal and professional development

- Keeps up to date with mandatory education requirements for the role.
 - Discusses with manager about abilities and capabilities needed for role.
 - Recognises areas of strength and areas for development.
 - Takes part personal development plans with team leader
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Information management

- Communicates accurate and relevant information to appropriate people and in line with role and organisational policy.
- Uses social media responsibly and respectfully at all times.
- Comply with legislative requirements related to documentation and information pertaining to residents, team members and the operations of all Rural Northwest Health facilities.
- Utilises information technology as appropriate in the performance of the role.

Key selection criteria

Essential

1. Bachelor degree or above in accounting/finance.
2. CPA qualification or willingness to work toward same within agreed timeline.
3. Demonstrated knowledge and competency in utilizing computer based applications such as Excel, knowledge of Oracle would be an advantage.
4. Excellent interpersonal, verbal and written communication skills.
5. Proven organisational and time management skills with ability to work to tight timelines and prioritise competing work demands.
6. Demonstrated ability to act independently and also as an effective team member.
7. Demonstrated knowledge of accounting principles, standards and professional guidelines.

Preferred

8. Working experience/skills in Health and/or Aged Care sector.
9. More than three year's experience in relevant roles within accounting/finance department.
10. Experience supervising or managing staff.

Certificates, licenses and registrations

- Current satisfactory employee police check (dated within 12 months of commencement date).
- Current employee working with Children's check.
- Current Victorian driver's license.

Other requirements

- Must provide current evidence of immunisation history and/or serology results

Employee declaration

I declare that I understand the position description and the requirements of this position. I declare that I have the capabilities to fulfil the key responsibility areas of this position.

I understand that the information provided in this document is a general outline and does not encompass all aspects of the position.

Employee signature _____

Employee name (please print) _____

Date / /