

Position Description



Date: 4 September 2023

SECTION 1: POSITION IDENTIFICATION

Position Title: Finance Administration Officer

SECTION 2: LEVEL OF RESPONSIBILITY

Position responsible to: Finance Manager

Positions with direct responsibility to this position: Nil

Classification Level: 2

SECTION 3: KEY RESPONSIBILITIES

- Provide accounting and clerical support to the finance department.
- Accounts payable (including key supplier account reconciliations e.g. Corporate Traveller)
- Regional Services department invoice processing
- Data entry for Flexible Payment Scheme (WIP-DS FPS)
- Back up support to Finance Officer and Management Accountant

SECTION 4: POSITION RELATIONSHIPS

The applicant will work as a member of the Finance and Administration team, responsible to the Finance Manager, who is responsible to the General Manager Finance. The Finance team is structured such that team members can backfill team roles by being able to work across all aspects of the team program.

SECTION 5: STATEMENT OF DUTIES

Support the Finance Manager to achieve and maintain the finance and accounting requirements of Rural Health West.

Accounts Payable

- Prepare, input and maintain accounting records.
- Check accuracy of all documentation.
- Second review of on EFT payment batches
- Liaise with external suppliers regarding accounts, reports and other matters pertaining to invoicing.

Regional Services

- Support the Management Accountant entering Regional Services invoices into MYOB, utilising the Visit Information Portal (VIP) to source information.

Accounting

- Assist the Finance Officer and Finance Manager with routine balance sheet reconciliations and associated data entry as directed.

Flexible Payment System WIP

- Data entry and assisting team members processing Workforce Incentive Program (WIP) Flexible Payment System (FPS) applications.

General Responsibilities

- Assist staff with information on finance procedures.
- Undertake other general or special accounting duties as may be required from time to time by management.
- Provide assistance, support, advice and training to managers with regards to finance policies and procedures.
- Provide leave cover to other finance team members, as and when required.
- Source and compile relevant information for reporting purposes both internal and external.
- Provide reception cover when receptionist is sick or unavailable (including a lunch roster).
- Provide back up to Office Coordinator with regard to the administration of office services.
- Adhoc general administration and finance duties.

SECTION 6: SELECTION CRITERIA

Essential

- Year 12 or equivalent competency.
- Accounts Payable and Accounts Receivable process experience.
- Demonstrated ability in using Microsoft Office, particularly Excel.
- Well-developed interpersonal skills together with the ability to relate to and work harmoniously with all levels of staff.
- Demonstrated ability to work independently with initiative, planning, organisational and problem solving skills.
- Ability to maintain records in a systematic and methodical manner.
- Willingness to contribute to a positive workplace culture and actively contribute to the development of a culture consistent with the values of Rural Health West.

Desirable

- Experience in MYOB AccountRight
- Assisting with payroll preparation
- Certificate in Accounting and Bookkeeping
- Knowledge of rural Western Australia and Not for Profit organisations

SECTION 7: APPOINTMENT FACTORS

The work hours will be described in the employment contract, up to 37.5 hours per week for a full-time appointment. Some additional hours may be required during peak periods or weekend work if attending a Rural Health West conference.

SECTION 8: RURAL HEALTH WEST'S VALUES

Living our Values

At Rural Health West we have four Values that define how we complete business and work with each other and our customers every day. To ensure that we are staying true to these values, we have described and agreed the behaviours that we expect staff to display every day.

Community - we work hard to ensure rural communities have access to quality health services

- We provide solutions and services that support and enable the communities we serve
- We identify relationships and proactively work on building and nurturing them
- We respect and value difference and appreciate the views and beliefs of others
- We foster a culture in which people feel safe to discuss their views and opinions in a constructive manner]

Integrity – we do the right thing, always

- We are consistent in all that we do
- We complete all interactions with professionalism and respect
- We listen, ask questions and make informed decisions

Innovation – we embrace change and strive for improvement

- We seek new opportunities and alternate solutions to achieve our vision
- We are aware of and adapt to current events and trends that impact our sector and community

Accountability – we value the trust placed in us by our customers, our partners and our funders

- We embrace our vision, mission, objectives and values
- We take full accountability for our development and always look for ways to improve our performance
- We are proactive, individually and as a team, to deliver business results
- We are risk aware and follow required policies and procedures

SECTION 9: CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature: _____
General Manager Finance

Date: _____

Signature: _____
Chief Executive Officer

Date: _____

As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name: _____

Signature: _____

Date: _____

Date appointed to this position: _____