

Position Description



Date: 15 May 2026

SECTION 1: POSITION IDENTIFICATION

Position Title: Finance Officer

SECTION 2: LEVEL OF RESPONSIBILITY

Position responsible to: Senior Finance Officer

Positions with direct responsibility to this position: Nil

Classification Level: 3

SECTION 3: KEY RESPONSIBILITIES

- Accounts payable
- Accounts receivable
- Banking and bank reconciliations
- Regional services invoice processing
- Flexible Payment Scheme (WIP FPS and RAS)
- Back-up support to Senior Finance Officer and Management Accountant

Actively contributes to the development of a culture consistent with the values of Rural Health West.

SECTION 4: POSITION RELATIONSHIPS

The applicant will work as a member of the Finance and Administration team, responsible to the Senior Finance Officer, who is responsible to the Financial Controller. The Finance team is structured such that the team can back each other up by being able to work across all aspects of the team program.

SECTION 5: STATEMENT OF DUTIES

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

Accounts Payable

- Prepare, input and maintain all accounting records.
- Check accuracy of all documentation.
- Prepare cheques and EFT payments.
- Liaise with external agencies and rural doctors regarding procedures, reports and other matters pertaining to accounts.
- Process all grants and reimbursements paid to rural doctors as necessary.

Accounts Receivable

- Prepare, input and maintain all accounting records.
- Review aged receivables and follow up outstanding debtors

Banking and bank reconciliations

- Prepare, input and maintain all accounting records.
- Daily reconciliation and providing the Senior Finance Officer with monthly reconciliation reports in a timely manner.
- Monitor cash flow on a daily basis and liaise with the Senior Finance Officer when transfers are required.

Regional Services

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

Flexible Payment System WIP

- Processing and assessment of Workforce Incentive Program (WIP) Flexible Payment System (FPS) applications.
- Processing and assessment of Workforce Incentive Program (WIP) Rural Advanced Skills Stream (RAS) applications.

Office management

- Coordinate property management matters with the managing agent, management and other third parties to ensure optimal function of office premises including being point of contact for onsite contractors.
- Determine weekly staff parking allocations – working together with the Reception team.
- Monitoring of office cleanliness and providing feedback to external cleaning contractors

General Responsibilities

- Collaborate with the Senior Finance Officer and team to allocate responsibilities to lead or support the accounting and finance functions.
- Assist staff with information on finance procedures.
- Provide leave cover to other finance team members, if and when required.
- Adhoc general administration and finance duties.

SECTION 6: SELECTION CRITERIA

Essential

- Year 12 or equivalent competency.
- Completion of or progress towards post-secondary studies in accounting/ bookkeeping.
- 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.
- Flexibility and willingness to contribute as a team member in the successful operation of Rural Health West.
- Ability to maintain records in a systematic and methodical manner.
- Cash handling experience.
- Willingness to contribute to a positive workplace culture.

Desirable

- Advanced knowledge of MYOB Premier - Accounts Payable and Accounts Receivable
- 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 and Admin

Date: _____

Signature: _____
Chief Executive Officer

Date: _____