POSITION DESCRIPTION

Senior Finance Officer

RESPONSIBLE TO: Chief Executive Officer (CEO)

REPORTING TO: Finance Team Leader

SUMMARY OF THE BROAD PURPOSE OF THE POSITION AND ITS RESPONSIBILITIES / DUTIES

The Finance Team comprises the Finance Team Leader (FTL), Senior Finance Officer (SFO), Finance Officer (FO), Payroll Officer (PO), Finance Support Officer (FSO) and HR Administration Officer (HRAO). The Senior Finance Officer contributes to the success of the Finance Team by supporting the FTL to ensure all aspects of the finance function are completed to a high standard. The Senior Finance Officer is responsible for all general ledger transactions, undertaking complex reconciliations and driving process improvements.

REPORTING / WORKING RELATIONSHIPS

- Accountable to the Chief Executive Officer for achieving the expected outcomes of the position and practising within the philosophy of Summit Health and its aims, policies and protocols.
- Reports to the Finance Team Leader.
- No staff report to this position.
- The Senior Finance Officer position sits within the Finance Team, which is part of the Corporate Services unit.
- May be required to backfill for other members of the Finance Team in their absence.
- Participates in the organisation's Staff Development Plan which is conducted on a regular basis.

CULTURE AND EXPECTATIONS

All employees are expected to contribute positively to the organisation by displaying the values and expectations contained within our Cultural Framework (Appendix A at the end of this document).

VALUES

DO NO HARM – CONTINUOUSLY IMPROVE - COLLABORATE

Summit Health is a learning organisation that continually evolves and adapts to opportunities. We operate in a high-trust environment. To support this, all employees must promote and adhere to our values and expectations.

SPECIAL CONDITIONS

- Some out-of-hours work may be required from time to time and will be remunerated in accordance with the Enterprise Agreement.
- Current Drivers Licence may be required.
- Use of own motor vehicle may be required, for which a cents-per-kilometre allowance will be paid.
- Employment is subject to a satisfactory Department of Human Services Working With Children Check.

STATEMENT OF KEY RESPONSIBILITIES

The Senior Finance Officer is expected to support the Finance Team Leader across all aspects of the finance function and will be accountable for the successful operation of the finance function on a daily basis. The Senior Finance Officer will develop a comprehensive understanding of all finance activities and be the 'go-to' person for all finance related tasks. Monitoring internal and external changes, proactively raising challenges and working closely with the Finance Team Leader to drive improvement are essential.

Participate in End of Month and financial reporting processes

- Be accountable for the timely and accurate completion of monthly, quarterly and annual General Ledger reconciliations.
- Utilise expert double entry bookkeeping knowledge to oversee high volume general journal entries on a regular and ad-hoc basis.
- In collaboration with the FTL, responsible for preparing monthly financial reports for distribution to the Board, Senior Management Team and Leadership Group.
- Support the FTL to prepare and submit funding deliverable reports.
- Be responsible for the reconciliation, preparation and lodgement of IAS and BAS.
- Support the FTL to prepare reconciliations and supporting documentation for financial audits.

Accounts Receivable and Accounts Payable

- Undertake all tenant invoicing processes including the compilation and on-charging of rental outgoings, and ensure critical supporting documentation is maintained.
- Oversee all debtor invoicing undertaken by the Finance Team.
- Be accountable for monitoring debtor accounts and escalating as required.
- Record patient billing information and undertake regular reconciliations.
- Provide general finance related guidance to individual units, as required.
- Monitor cash flow movements and consult with the FTL as required.

Other finance related responsibilities

- May be required to process payroll from time-to-time.
- Be an expert of all financial management software and take a proactive approach to training others.
- Ensure all transactions within the accounting software have appropriate source documentation attached.
- Maintain the Chart of Accounts.
- Maintain the Fixed Asset register, including liaison with relevant managers to ensure all asset movements are captured and processed correctly.
- Support the FTL in budget preparation and employ a proactive approach to understanding and implementing budgets.
- Ensure compliance with GST legislation.
- Constantly review processes and procedures and identify, recommend and implement improvements.

- Assist with financial planning and analysis projects, as required.
- Assist the FTL and General Manager in ad-hoc complex calculations and reconciliations, as required.

General

- Demonstrates commitment to the principles of operation contained in the Summit Health Quality Manual.
- Advocate our vision to all stakeholders.
- Operate within the delegated boundaries of the position.
- Attend and actively contribute (where applicable) at staff/unit meetings.
- Identify opportunities and participate in own professional development.

Work, Health Safety (WHS)

- The employee has a responsibility, under the WHS Act (SA 2012), to ensure their own health and safety at work along with their fellow employees.
- The employee has a responsibility to abide by the organisation's WHS policies and relevant direction as set out in the Quality Manual.

PERSON SPECIFICATION

Education

- Diploma of Accounting and Bookkeeping or similar.

Experience and knowledge

- Proven experience of 2 or more years in a Senior Finance Officer or Senior Bookkeeper position within a complex environment.
- Advanced Microsoft Excel skills.
- Comprehensive experience with Xero or other accounting software.
- Experience working across multiple entities and departments.
- Comprehensive understanding of double entry bookkeeping.
- Comprehensive understanding of taxation legislation including GST and FBT.

Skills / Abilities

- Exceptional written, verbal and consultative communication skills.
- Collaborative and team-orientated approach.
- Proven ability to participate in a multidisciplinary team environment, prioritise workloads, set goals, achieve outcomes, work to targets and manage multiple deadlines.
- Outstanding attention to detail.
- Lateral thinker with the ability to solve problems as they arise.
- Ability to be innovative and self-directed with drive and commitment.

Summit Health Cultural Framework

Values: Do no harm
Collaborate
Continuously improve

	EXPECTATIONS							
	Be Customer Centric	**Be Accountable**	**Be an Engaging Communicator**	**Problem Solve**	**Be Collaborative**	**Be Adaptable and Resilient**	**Inspire Leadership**	**Strategic Innovation**
INDICATORS	• Wanting to deliver value • Striving to ensure customer satisfaction • Deliver on your 'promise' • Anticipate customer needs • Build relationships at every opportunity • CONTINUOUSLY IMPROVE	• Offer and embrace innovative solutions • Take ownership - its ok to make mistakes if we learn from them • Celebrate the achievements! • Be open and transparent • Communicate all progress to your manager and peers • Encourage a solutions-oriented culture • DO NO HARM	• Ask questions and listen to understand • Use positive language • Acknowledge other viewpoints • Understand the views of others before acting • Be clear and concise with your intent, ideas and feelings • Shape the opinions of others by applying these traits	• Analyse the problem not just from your perspective • Consider the options • If you've thought it through, back yourself to make the decision • Make the decision consistent with our values and Strategic Plan • Be creative - think outside the square • Proactively address potential problems • Anticipate • Become the expert in your domain	• Be a team player • Embrace diversity • Acknowledge other viewpoints • Be consultative • Seek consensus where possible • Encourage 'we' language • Be a custodian of team culture • Identify gaps in team culture • Appreciate our great culture, colleagues and opportunities to work and grow	• Accept change and embrace challenges • Be calm under pressure • Take annual leave - recharge batteries • See feedback as an opportunity to grow yourself • Take up prof. development opportunities • Be persistent • Recover quickly from setbacks • Demonstrate emotional agility • Enjoy your work	• Foster and support teamwork - eliminate silos • Lead by example • Develop engaged people and teams • Navigate issues calmly • Cultivate trust • Create an environment for people to thrive in • Inspire discretionary effort • Read the emotional context of a situation • Acknowledge effort not just outcomes	• Innovate in line with the big picture • Be agile in adapting to changes • Always consider other options • Factor in our future goals