

# **POSITION DESCRIPTION**

## **Finance Officer**

**RESPONSIBLE TO:** Chief Executive Officer (CEO)

**REPORTING TO:** Finance Manager

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

The Finance Team comprises the Finance Manager, Senior Finance Officer, Finance Officer, Payroll Officer and Finance Support Officer. The Finance Officer contributes to the success of the finance team by applying a strong attention to detail when undertaking a range of general bookkeeping duties. The Finance Officer is responsible for accounts receivable, End-of-Month transaction entry and supporting all aspects of the finance function on a day-to-day basis.

### **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 Manager.
- The Finance Officer position sits within the Finance Team, which is part of the Corporate Services unit.
- No staff report to this position.
- 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 Finance Officer is expected to support all aspects of the finance function and is expected to work collaboratively with other members of the finance team to ensure high quality financial data. The Finance Officer will develop a comprehensive understanding of internal budgets and be proactive in ensuring general ledger transactions are executed in line with the budget.

### **Participate in End of Month and financial reporting processes**

- Utilise expert double entry bookkeeping knowledge to execute a high volume of general journal entries on a regular and ad-hoc basis.
- Record patient billing information.
- Undertake general ledger account reconciliations as outlined on the Finance End of Month Checklist.
- Prepare documentation for financial audits, as required.
- May be responsible for the reconciliation, preparation and lodgement of IAS and BAS.
- Support the Senior Finance Officer with the preparation, review and commentary of internal financial reports, as required.
- Prepare internal and external financial reports as required.

### **Accounts Receivable and Accounts Payable**

- Responsible for tenant invoicing processes including the compilation and on-charging of rental outgoings and ensuring supporting documentation is maintained.
- Responsible for all debtor invoicing including funding invoices and cross-entity invoices.
- In collaboration with the Finance Support Officer, responsible for monitoring debtor accounts and escalating as required.
- Support the FSO to ensure creditor payments are made in a timely manner.

### **Other finance related responsibilities**

- Responsible for processing payroll in the absence of the Payroll Officer.
- May be required to backfill other payroll functions 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 Fixed Asset register, including liaison with relevant managers to ensure all asset movements are captured and processed correctly.
- Support the Finance Manager 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.
- In collaboration with the FSO, ensure stakeholder enquiries are responded to in a timely and professional manner.
- Assist the Finance Manager with ad-hoc 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.
- Utilise a collaborative and transparent approach to all activities.
- 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 Finance Officer or Bookkeeper position within a complex environment.
- Comprehensive experience with Xero or other accounting software.
- Comprehensive understanding of double entry bookkeeping.
- Advanced Microsoft Excel skills.
- Experience working across multiple entities and departments.
- Experience working within a not-for-profit organisation (*desirable*).

### **Skills/Abilities**

- An outstanding attention to detail is essential.
- 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.
- 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**  
**TO DO NO HARM – TO CONTINUOUSLY IMPROVE**

**Appendix A**

		EXPECTATIONS							
		Be Customer Centric	Be Accountable	Be an Engaging Communicator	Problem Solve	Be Collaborative	Be Adaptable and Resilient	Inspire Leadership	Strategic Innovation
INDICATORS	<ul style="list-style-type: none"> <li>Wanting to deliver value</li> <li>Striving to ensure customer satisfaction</li> <li>Deliver on your 'promise'</li> <li>Anticipate customer needs</li> <li>Build relationships at every opportunity</li> <li>CONTINUOUSLY IMPROVE</li> </ul>	<ul style="list-style-type: none"> <li>Offer and embrace innovative solutions</li> <li>Take ownership - its ok to make mistakes if we learn from them</li> <li>Celebrate the achievements!</li> <li>Be open and transparent</li> <li>Communicate all progress to your manager and peers</li> <li>Encourage a solutions-oriented culture</li> <li>DO NO HARM</li> </ul>	<ul style="list-style-type: none"> <li>Ask questions and listen to understand</li> <li>Use positive language</li> <li>Acknowledge other viewpoints</li> <li>Understand the views of others before acting</li> <li>Be clear and concise with your intent, ideas and feelings</li> <li>Shape the opinions of others by applying these traits</li> </ul>	<ul style="list-style-type: none"> <li>Analyse the problem not just from your perspective</li> <li>Consider the options</li> <li>If you've thought it through, back yourself to make the decision</li> <li>Make the decision consistent with our values and Strategic Plan</li> <li>Be creative - think outside the square</li> <li>Proactively address potential problems</li> <li>Anticipate</li> <li>Become the expert in your domain</li> </ul>	<ul style="list-style-type: none"> <li>Be a team player</li> <li>Embrace diversity</li> <li>Acknowledge other viewpoints</li> <li>Be consultative</li> <li>Seek consensus where possible</li> <li>Encourage 'we' language</li> <li>Be a custodian of team culture</li> <li>Identify gaps in team culture</li> <li>Appreciate our great culture, colleagues and opportunities to work and grow</li> </ul>	<ul style="list-style-type: none"> <li>Accept change and embrace challenges</li> <li>Be calm under pressure</li> <li>Take annual leave - recharge batteries</li> <li>See feedback as an opportunity to grow yourself</li> <li>Take up prof. development opportunities</li> <li>Be persistent</li> <li>Recover quickly from setbacks</li> <li>Demonstrate emotional agility</li> <li>Enjoy your work</li> </ul>	<ul style="list-style-type: none"> <li>Foster and support teamwork - eliminate silos</li> <li>Lead by example</li> <li>Develop engaged people and teams</li> <li>Navigate issues calmly</li> <li>Cultivate trust</li> <li>Create an environment for people to thrive in</li> <li>Inspire discretionary effort</li> <li>Read the emotional context of a situation</li> <li>Acknowledge effort not just outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Innovate in line with the big picture</li> <li>Be agile in adapting to changes</li> <li>Always consider other options</li> <li>Factor in our future goals</li> </ul>	