

POSITION DESCRIPTION

Position title:	Finance Officer
Department:	Finance & Corporate Services
Reports to:	Finance Lead
Direct reports:	-
Hours per week:	As per contract
Duration	As per contract

Western Victoria Primary Health Network

Western Victoria Primary Health Network (WVPHN) is responsible for increasing the efficiency, effectiveness and coordination of health services for patients, particularly those at risk of poor health outcomes.

Working together with community and health industry partners, WVPHN is committed to strengthening the primary healthcare system, based on local needs. Our four regional centres in Ballarat, Geelong, Horsham and Warrnambool, drive local engagement and ensure strong rural and regional connections, through the development of local community and clinical councils.

Vision

Quality and accessible primary health care for Western Victoria

Values

Respect: listen, value and respond

Connect: engage, collaborate and empower

Lead: question, innovate and pioneer

Position purpose

The purpose of the Finance Officer is to maintain the organisation's financial records in accordance with appropriate accounting standards and internal policies. This role will be accountable for assisting in the processing of financial data into the financial system.

Key accountabilities

- Processing of finance data into the Technology One finance system including but not limited to:
 - Raising and maintaining of Purchase Orders
 - Accounts payable
 - Accounts Receivable
 - Processing bank reconciliations
 - Month end journals

- Processing of credit card transaction
- Data entry of contracts
- Set up on new suppliers
- Provide assistance with funding streams and reporting requirements to Government and other departments.
- Document, maintain procedures for accounting functions.
- Prepare and submit monthly BAS.
- Create banking payments
- Assist in conducting financial analysis with expenditure items to provide effective cost saving measures.
- Assist to maintain the general ledger and sub ledgers with review of accounts for accuracy in coding and budget allocations.
- Assist in internal and external audits.
- Assist when required to collate/format contracts and schedules
- Undertake additional duties as requested by the Finance Lead and the Senior Business Manager

General

- Understand and comply with the Code of Conduct for employees and other related policies and procedures
- Demonstrate commitment to organisational values at all times
- Ensure that primary health care is promoted in a positive manner
- Adhere to and maintain confidentiality in accordance with the Confidentiality Statement

WHS responsibilities

The Board of Directors and Executive Team recognise the moral and legal responsibilities in providing a working environment for its employees, volunteers, contractors, visitors, stakeholders and the general public, that is safe and healthy.

Western Victoria PHN promotes a safety culture throughout the organisation that ensures that every employee actively participates in the health and wellbeing of themselves and their co-workers. All employees are expected to embrace this culture in line with the values of the organisation. All staff are expected to be aware of and participate in their duty of care in the workplace as outlined in induction and organisational policies.

Physical requirements and environmental conditions of the role

The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, Western Victoria PHN will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.

Required activities/working environment	Frequency
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Often
Driving, in & out of vehicles	Rarely
Walking, climbing stairs, bending	Rarely
Working alone or at a co-located site	Often

Confrontational/confronting situations (Due to the nature of our work there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)	Rarely
Working outside in differing weather conditions	Nil
Attending external locations	Rarely

A signed pre-existing condition declaration form is required to be completed prior to commencement.

Key Selection Criteria

QUALIFICATIONS/EXPERIENCE/SPECIALIST KNOWLEDGE

Essential:

- Certificate IV or Diploma in Accounting and/or experience in bookkeeping and financial administrative functions including debtors, creditors, general ledger and reporting.
- High knowledge of MS Office Applications (Word, Excel, Outlook)
- Excellent written and oral communication skills.
- Experience in financial administrative functions including, debtor and creditors, general ledger and reporting.
- Demonstrated ability to engage with multiple stakeholders with competing interests to achieve desired outcomes.
- Ability to work in fast paced environment and manage several tasks simultaneously.
- Experience in business services coordination including procurement and systems improvement.

Desirable:

- Experience in the Health sector.
- Experience in Technology One.

Employment Requirement:

- Be prepared to undergo a National Police Check, prior to appointment
- A current Victorian driver's licence

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Position enquiries

For further information regarding this position, please contact:

Julie McDonald
Senior Business Manager
0409286588

This position description is subject to change in line with contractual requirements, the development of the organisation's strategic plan and operational needs.