

POSITION DESCRIPTION

Position title:	Finance and Contracts Support Officer
Department:	Finance and Corporate Services
Reports to:	Senior Manager - Finance
Direct reports:	Nil
Classification:	2.3
Hours per week:	As per Contract of Employment
Duration	As per Contract of Employment

Western Victoria Primary Health Network

Western Victoria Primary Health Network (PHN) 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, Western Victoria PHN 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

Benefits of working with Western Victoria PHN

We pride ourselves on being a supportive and flexible working place that offers a great range of benefits:

- Generous salary packaging options up to \$15,900 + \$2,650 meals and entertainment
- Professional development allowance (\$1,200 per year per FTE) and leave
- Family friendly and flexible working arrangements
- Collaboration with passionate, likeminded professionals
- Option to purchase additional leave
- Additional leave between the Christmas and New Year period
- Up to 12 weeks paid parental leave
- Employee Assistance Program

Position purpose

To provide technical and administration support to the corporate services team including finance support, payroll processing, accounts payable, contracts administration and procurement functions for WVPHN.

Key accountabilities

Contracts

- Provide assistance to managers and providers with the administration of the whole of life process for contracts.
- Assist in preparation of templates and schedules for contract execution and for overall continuous improvement.
- Assist in liaising with providers/suppliers to ensure all timelines are met.
- Engaging with key stakeholders in regard to contract compliance and management both internally and externally in collaboration with program contact.
- Assist in monitoring all timelines and milestones for each contract, in collaboration with program contact.
- Ensure payments are made within term and conditions of contracts through correct approval processes.
- Enter contract Invoices into T1 or other software as required.
- Process claims for each contract.
- Implement frameworks for ensuring the requirements of contracts are met.
- Assist and facilitate the outgoing contract correspondence with key stakeholders.
- Use Technology One supply chain and contracts register to ensure that all contracts are registered and tracked from inception to acquittal.
- Assist and collaborate with the responsible managers, maintain systems and processes to monitor key milestone requirements for internal and external reporting and approval for payment.
- Assist with the monthly/quarterly reporting of contracts for management purposes and to ensure milestones, timelines and outstanding issues and rectifications are actioned and reviewed by relevant responsible persons.
- Assist with implementing contracts process for incoming contracts (funding deeds)
- Facilitate contract signing per Company Seal as requested by Company Secretary

Responsible for Organisation Procurement/Suppliers

- Assist with procurement administration, reporting, and supporting the Procurement Manager to deliver value for money procurements.
- Assist with the development of procurement documents and recommendations.
- Maintain asset maintenance register and procure PHN assets delivering value for money.

Finance

- Assist the finance team as directed by the Finance and Payroll Manager and the Director of Finance & Corporate Services.
- Process Payroll - timely and accurate processing of end-to-end payroll including salary packaging, leave management and superannuation.
- Provide friendly customer service to PHN employees.
- Assist managers by providing necessary payroll reports.
- Process General Accounts Payable and assist with accrued expenses.
- Maintain the asset register for additions, disposals.
- Maintain the prepayments schedule.

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 organisations Confidentiality Agreement

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	Frequently
Repetitive manual tasks	Rarely
Driving, in & out of vehicles	Rarely
Walking, climbing stairs, bending	Rarely
Working alone or at a co-located site	Occasionally
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	Never
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:

- Payroll and Finance experience including accounts payable
- High level interpersonal and communication skills to liaise effectively with key stakeholders.
- Experience in business administration
- Strong written, numeracy and verbal skills.
- High level of proficiency in MS office applications.

Internal

Desirable:

- Demonstrated experience in contract management and administration
- Qualifications in administration and finance/payroll
- Procurement and contracts
- Technology One Financial System

Employment Requirements:

- Be prepared to undergo a National Police Check, prior to appointment
- A current Victorian driver's licence
- Evidence of current COVID-19 vaccinations
- Working rights in Australia (visa, permanent resident, citizen)

Position enquiries

For further information regarding this position, please contact:

Leigh McKay – Procurement Manager

P: 0407 417 934

E: leigh.mckay@westvicphn.com.au

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

Employee Name:

Employee Signature

Date:

Manager's Name:

Manager's Signature

Date: