

# Position Description



<b>Position Title:</b>	Finance Coordinator
<b>Department:</b>	Corporate Services
<b>Relevant Industrial Award:</b>	Health and Allied Services, Managers and Administrative workers Award
<b>Classification</b>	HS2 – HS3 Reflective of level of experience
<b>Employment Type:</b>	Permanent Part-Time, 48 hours per fortnight
<b>Performance Review:</b>	A six month probationary period will apply to this position. Incumbents will be required to attend a probationary review meeting 3-6 months from commencement.

## Health Service Overview

Hesse Rural Health is a key integrated rural health care provider located within the three local government areas of Surf Coast, Colac Otway and Golden Plains. The organisation provides a broad range of services which include: Aged Residential including Dementia Specific Care, Sub-Acute Hospital, Urgent Care, Community Health, Health Promotion, District Nursing, Allied Health, Palliative Care, Home Care Packages and Planned Activity Groups.

Services operate from sites at Winchelsea, Beeac, Rokewood and Bannockburn. Hesse provides a community based, multi-disciplinary team approach to the identified health needs of the population and aims to promote the wellbeing of the rural community it serves.

## Position Summary

The Finance Co-ordinator role is a senior member of the finance team that undertakes residential age care and organisational finance tasks. The role reports to the Chief Finance Officer and assists the Executive Team in organisational related business decisions. This position involves managing and processing incoming payments from government agencies for products or services rendered by the business. The role includes responsibilities such as creating invoices, tracking payments, reconciling debtor accounts, and client contracts to ensure timely and accurate collections. This position is also responsible for resolving payment discrepancies, communicating with clients regarding their accounts, and collaborating with other departments.

## Organisational Relationships

<b>Reports to:</b>	Chief Finance Officer (CFO)
<b>Direct reports:</b>	Nil
<b>Internal Stakeholders:</b>	Executive, administration team, maintenance team, catering, program and portfolio managers and coordinators, all other staff as required
<b>External Stakeholders:</b>	Clients, Families, Suppliers, Contractors, External Accountant, Department of Health, Department of Treasury and Finance, Victorian Auditor General's Office, Health Purchasing Victoria, Australian Charities and Not-for-profits Commission.

<b>Specialist Skills, Knowledge, Roles &amp; Responsibilities</b>
<ul style="list-style-type: none"> <li>• Be a point of contact for aged care residents and their families, undertaking finance related enquiries.</li> <li>• Creation and management of Residential Aged Care contracts.</li> <li>• Maintain register of residential accommodation contributions and payments, drawn downs and preparation of refunds.</li> <li>• Administration and oversight of Resident accounts and mandatory reporting (in conjunction with the finance team).</li> <li>• Facilitate completion of aged care residential agreements with consumers and/or their representatives within the requirements of the Aged Care Act, and amendments as necessary throughout their tenure.</li> <li>• Deliver financial and management accounting tasks including preparation and presentation of both financial &amp; non-financial information to assist internal evaluation, planning and decision making.</li> <li>• Raise invoices for Residential debtors, and other sundry debtors as required, and follow up outstanding debtors.</li> <li>• Coordinate and supplement outsourced financial accounting, including identification and communication of information necessary to ensure that accurate recording and external reporting occurs.</li> <li>• Under the direction of the CFO, develop and maintain internal accounting policies and procedures.</li> <li>• Support internal and external audit with the providing of advice to management on audit recommendations, ensuring agreed actions are delivered in a timely manner.</li> <li>• Submit service data to funding bodies and other as required within reporting timeframes and meeting integrity requirements.</li> <li>• Coordinate accurate and timely claiming and reconciliation for other programs such as hospital, home care package, residential aged care and community programs.</li> <li>• Oversee Bank and Debtor reconciliations in a timely manner.</li> <li>• Provide backup for Accounts Officer as required.</li> <li>• Raise invoices for Residential Aged Care and other assigned debtors as required, and follow up all outstanding debtors.</li> <li>• Undertake end of month and end of year journal postings, reconciliations and reporting.</li> </ul>
<b>Other Relevant Requirements</b>
<ul style="list-style-type: none"> <li>• Employment is subject to a satisfactory national Police Check and Working with Children Check.</li> <li>• All staff must complete a Statutory Declaration in keeping with the requirements of the <i>Aged Care Act 1997</i> relevant to any spent convictions for murder or sexual assault.</li> <li>• Persons who in the course of their duties are required to drive a HRH vehicle, must provide a copy of their current driver's license. Loss of license or any license infringement must be reported to management immediately.</li> <li>• The completion of a pre-existing injury or illness declaration is a requirement prior to appointment.</li> </ul>

- All employees of HRH are bound to work according to: the policies and procedures of HRH, the relevant industrial agreements and Fair Work Act that provides the terms and conditions of the appointment, any Scope of Practice and professional codes of conduct relevant to the professional role, the HRH Employee Code of Conduct and the Victorian Code of Conduct for Victorian Public Sector Employees.
- Immunisation for seasonal influenza is mandatory for all employees without documented medical contraindications.

#### Key Selection Criteria

- Tertiary qualification in commerce/accounting. Graduates encouraged to apply.
- Experience in an accounts environment (for recent graduates this could be a placement).
- Familiarity with accounting software packages (Quickbooks/Reckon or similar).
- Proficiency in Microsoft Excel and Word, Outlook and calendar management.
- Well-developed written and verbal communication skills with a high level of accuracy and attention to detail.
- Demonstrated organisation skills, including the ability to set priorities, manage time and plan work to meet deadlines.
- Ability to work independently and within a small team, demonstrating resourcefulness with a solutions focus and exercise judgement when required.
- A demonstrated ability to establish and maintain positive and productive relationships with all internal and external stakeholders.

#### Desirable

- At least 2 years' in an accounts environment.
- Accounting experience in a health or government setting, ideally in Residential Age Care or Community Health finance.

#### Organisational Values

*INNOVATION - embracing new ideas that lead to success*

*INTEGRITY- be open and honest and do the right thing for the right reasons*

*CARING - displaying kindness and empathy*

*ACCOUNTABLE- taking responsibility for our own actions*

*RESPECT- value the rights and wishes of others*

*EXCELLENCE- committed to being the best*

#### Occupational Health and Safety

<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>• Comply with safety instructions in their work environment and to familiarise themselves with OHS procedures.</li> <li>• Be familiar with all emergency evacuation procedures and as necessary undertake the fire warden role relevant to workgroup.</li> <li>• Take care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.</li> <li>• Seek guidance about new or modified work procedures.</li> <li>• Ensure any hazardous conditions are eliminated or minimised and that near miss incidents and injuries are reported to Line Manager.</li> <li>• Undertake responsible people management taking into consideration their health and safety and support the actions contained in HRH OHS policies.</li> </ul>
<p><b>Infection Control</b></p>
<p>An effective, integrated organisation wide infection control program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member. All staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position and to adhere to the organisations infection control prevention policies and procedures at all times. Hesse's provides an immunisation program that follows the recommendations of the Australian Immunisation Handbook and is relevant to the duties and responsibilities of the workers role.</p>
<p><b>Education</b></p>
<p>HRH is committed to professional development and continuous learning. All staff have a responsibility to undertake their own professional development and actively participate in the education of others. This may involve colleagues, health professionals from other disciplines or educating students. Inter-professional education is strongly encouraged and supported and is integral to a small rural health service.</p>
<p><b>Mandatory Competencies</b></p>
<p>All staff must undertake compulsory training for their workgroup as outlined according to the annual Compulsory Training Table.</p>
<p><b>Health and Wellbeing</b></p>
<p>The health and wellbeing of employees is a priority for HRH and it is an expectation that employees recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals. A culture of trust that promotes positive mental health and wellbeing through respect, supportive leadership, employee participation, positivity and shared decision making is expected.</p>
<p><b>Confidentiality</b></p>
<p>Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of HRH. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action.</p>
<p><b>Quality and Risk Management</b></p>

- Provide high quality care in services delivered as a priority.
- Utilise a partnership approach with consumers to build effective relationships and respect client rights for choice.
- Go beyond compliance to pursue excellence in care and services.
- Speak up and raise concerns and issues, promoting a culture of transparency.
- Share information and learnings regarding clinical safety.
- Regularly update their skills and knowledge to provide and support the best care and services possible.
- Understand and work to achieve quality compliance obligations in line with standards set by the organisation and by external quality regulators such as the National Safety and Quality Health Service Standards and Aged Care Quality and Safety Commission.
- Actively monitor and improve the quality and safety of their care and services.
- Practice in culturally safe and appropriate manner respectful of diverse populations.
- Contribute to a culture of safety, transparency, teamwork and collaboration.
- Support and promote a culture of safety and quality.

### Incumbent Statement

I, \_\_\_\_\_ have read, understood and accept the above Position Description.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Copy to staff member:            Yes    No

Manager Authorisation:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_