



West Wimmera Health Service

Position Description

Position:	Accountant/Bookkeeper
Location:	Based at Nhill Hospital
Reporting to:	Executive Director Finance and Administration
Division:	Finance and Administration
Award:	Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2021 - 2025
Level:	Dependent on skills, qualifications and experience as per Award

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometre region, which is home to nine rural townships including Nhill, Gorokey, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Values

Total Care - *delivering care that is safe, effective and person-centered, always*

Safety – *providing a safe workplace and services free from avoidable harm*

Unity - *working well together in a great place to work*

Accountability - *doing the right thing by our stakeholders and ourselves*

Innovation – *using our imagination - if there's a better way we will find it*

Our Strategic Directions

Strategy one	Empower our community to live their best life
Strategy two	Invest in population health
Strategy three	Build partnerships for healthier communities
Strategy four	Harness technology and innovation
Strategy five	Strengthen our workforce capacity

Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none">• Executive Director• Finance Team• Managers• WWHS Employees	<ul style="list-style-type: none">• Department of Health (the Department, DH) representatives as required• Australian Taxation Office (ATO)

Position Overview:

This position completes both financial and management accounting duties including the preparation of internal and external reporting of the Service's performance, preparation of monthly and annual management reports, compliance reporting to Government, budget preparation and monthly reconciliations, all to standards required.

This position assists the Executive Director of Finance and Administration in discharging duties as required.

Key Selection Criteria:

Essential:

1. Effective communication and organisational skills
2. A strong background in financial and management accounting
3. Worker screening clearance police check, working with children check, NDIS Screening
4. COVID-19 Vaccination

Desirable:

1. Victorian Driver's License
2. Qualification (Certificate or above) in Accounting and Bookkeeping or equivalent field.
3. Previous experience working health care field.
4. Professional Registrations such as CPA, IPA, CA or equivalent.

Key responsibilities:

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.

Statement of duties:

Professional Practice:

- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Assist with monthly financial end of month process and assist in the preparation of monthly board reporting for all divisions.
- Prepare and co-ordinate monthly balance sheet reconciliations.
- Prepare and lodge monthly F1 report and quarterly whole of government report to the Department
- Preparation of monthly ATO BAS report and annual Fringe Benefits tax return.
- Assist with the preparation of annual budget
- Ensure financial records are maintained in compliance with accepted policies and procedures
- Assist other members of the finance team to perform their duties effectively, efficiently and within agreed time frames and schedules
- Prepare financial management reports
- Ensure accurate and timely monthly and year end close outcomes
- Establish and monitor the implementation and maintenance of accounting control procedures
- Report and resolve accounting discrepancies and irregularities
- Assist with financial audit preparation and coordination processes
- Assist with the accurate and appropriate recording and analysis of revenues and expenses, assets, liabilities and equity
- Identify any problems, issues and inefficiencies of processes or systems in a timely manner
- Assist with any work as reasonably directed by management as required

Quality, Safety and Risk Management:

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.

Communication:

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other relevant team members, customers, volunteers and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

Direct Reports:

- Nil

Appraisal:

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

Certification

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

Authorised By: Executive Director Finance and Administration	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: