

| Position Description | | | |
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| Name | | Date | |
| Position Title | Finance Officer | | |
| Department | Finance Infrastructure and Technology | | |
| EBA / Award | Victorian Stand Alone Community Health Services (Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2018-2022 | | |
| Classification | HSU Grade 3 Up to 53.2 hours per fortnight (0.7 EFT) Ongoing Initial 6-month probationary review and then annual performance appraisal. | | |
| Primary Site | Wangaratta or Wodonga With the occasional travel to other sites required | | |
| Reporting to | Team Leader Finance | | |
| Direct Reports | Nil | | |
| Budgetary Responsibilities | Nil | | |
| Liases with Internally | All Gateway Health staff. | | |
| Liases with Externally | This position may be expected to liaise with, though not limited to the following; <ul style="list-style-type: none"> • ATO • NAB Bank • SageX3 • Magiq Software Support providers | | |
| Program Information | This position sits in the Finance Team and is part of the wider Finance Infrastructure and Technology Team. The Finance Team provides the transactional finance function, the payroll function and supports colleagues to engage with self serve use of ConnX , Magiq and Sage purchasing | | |
| Purpose of the role | The key purpose of this role is to have an in depth understanding of all Gateway Health income streams to ensure daily processing of bank statements is completed accurately and in a timely manner. The role will also be responsible for end of month (EOM) journal processing, balancing of balance sheet accounts, generation and reconciliation of quarterly business activity statements (BAS) and finance system admin backfill. The role will work closely with the Accounts Payable (AP) Officer to ensure fixed asset accounting is accurate. | | |
| About Gateway Health | Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic). Vision: People Living Well | | |

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| | <p>Our Purpose: To provide care and services that connect the community and strengthened individual and population health and wellbeing</p> <p>Our Values: Values reflect the way we interact, connect and work with every client, with partners, with volunteers and with one another. Principles shape the way we plan and design our services and business systems. Together they underpin organisational culture, strategy and the way we deliver our services.</p> <p>We CARE – We ACHIEVE – We LEARN – We WORK TOGETHER – We INNOVATE</p> <p>Our Principles:</p> <p><i>We advocate for fair and equitable access to health care and wellbeing services for all.</i></p> <p><i>We respect the strength of individuals and the community, and their capacity to recover from adversity.</i></p> <p><i>We recognize the importance of adaptability and responsiveness to enable us to deliver on our commitment to the community.</i></p> <p><i>We actively listen and work alongside the community and each other to design and deliver better solutions.</i></p> <p><i>We believe a learning culture is critical to enhancing the wellbeing of staff, clients and the community.</i></p> <p><i>We contribute to creation of a connected and integrated health and community care system to achieve the best outcomes for our clients and community.</i></p> <p>Gateway Health strives for an achievement culture that encourages innovation and initiative. We build and foster strengths-based programs that focus on support and recovery. Our staff are our greatest asset.</p> <p>The organisation employs over 380 staff providing a range of primary health and welfare services across the Ovens Murray region in North East Victoria and parts of Southern New South Wales. Gateway Health serves all people, and is committed to improving individual and population health outcomes. We will do this by providing health care and support to individuals and communities in times of need, and by actively working with our partners to address the social and environmental determinants of health. They are delivered through a mix of centre-based services in Wodonga, Wangaratta and Myrtleford, and outreach services to rural communities across the region.</p> <p>Gateway Health is committed to creating a workforce that reflects the communities we serve. We believe that a workforce that recognises and celebrates diversity will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.</p> <p>Review of Position Descriptions: This position description will be reviewed annually (July each year), during annual appraisals, when the position becomes vacant or as deemed necessary.</p> |
| <p>Code of Conduct</p> | <p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> • Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures • Maintain a high professional standard and work with integrity • Develop collaborative working relationships • Communicate with respect and tolerance • Maintain a client focus <p>Adopt a Continuous Improvement approach</p> <p>Work within legislative and compliance framework.</p> |

Key Responsibilities and Accountabilities

Role Specific

- Role model high standards of professional practice and conduct in client service delivery, working in partnership with colleagues and agencies
- Complete all program specific administrative tasks within the required time frames.
- Maintenance of daily bank reconciliation records
- Reconciling daily, monthly and yearly transactions
- Maintenance and reconciliation of balance sheet accounts
- End Of Month financial journal processing
- Assisting in the preparation of budgets
- Managing records and receipts
- Balance and process quarterly BAS for the ATO.
- Assist Team Leader Finance with monthly funding allocation. Develop an in-depth knowledge of Gateway Health's wide range of funding streams, the Folio contract Management Software and apply knowledge to statement
- Maintenance of current knowledge with respect to software applications and GST rulings
- Participation in approved training activities to update GST knowledge in line with ATO rulings
- Participation in regular performance reviews and appraisals
- Competently use all relevant organisational databases – including but not limited to VHIMS, RelainSys, SageX3, Folio, Magiq
- Undertake regular audits of finance systems to monitor compliance, analyses and report on audit findings and work with the Finance Team Leader to design and implement improvement activities to address audit findings
- Being a key point of contact for other departments/programs on financial and accounting matters. Reporting – ability to coordinate, prepare and provide accurate, timely reports to internal and external relevant person/s
- Monthly Reports are submitted to Finance Team Leader / Chief Financial Officer and/or Program Managers as requested
- Support the Finance Team Leader and executives with projects and tasks when required
- Assist Finance Team Leader in reviewing, updating and implementing financial policies and procedures
- Provide relief for Finance Team Leader and/or other members of the finance team where required.
- Active participation in Professional Development
- Completion of Mandatory training
- Any other duties as directed by your manager that are considered a reasonable requirement of the role

People

- Develop and maintain professional relationships with internal and external stakeholders.
- Contribute to productive and positive team meetings.
- Positively contribute to the culture and spirit of the Finance and Infrastructure team, work environment and to GH.
- Your behaviour is congruent with organisational values, behaviours and goals
- Contribute to the development of procedures and systems within this program
- Positively embrace and adopt change as it occurs.

Technical Skills / Industry Knowledge

- Diploma of Finance/Accounting or equivalent.
- Understanding of GL accounting in a medium sized enterprise, including understanding both balance sheet and profit and loss statements.
- End of month processing and reconciliation.
- Proven knowledge and track record of maintaining confidentiality of organisational information in all instances
- Numerical, analytical and problem solving, technical and IT skills

Organisational Responsibilities

- As outlined in the Code of Conduct ensure all interactions are undertaken in accordance with the behaviours set
- Maintain privacy and confidentiality at all times
- Ensure an understanding of individual responsibility for safety, quality and risk and adhere to all relevant legislation, regulations and organisational policies, procedures and guidelines.
- Working within the Risk Management Framework, identify, report and manage risks and ensure actions are taken to prevent and minimise harm to yourself, your colleagues, consumers, members of the public and the organisation.
- Actively contribute to quality assurance initiatives and other program activities to meet all relevant benchmarking and accreditation standards.
- Contribute to organisational quality activities to ensure continual review and improvement.
- Contribute to a safe and welcoming workplace at all times.
- Develop and maintain a personal care plan and attendance in the Gateway Health Clinical Supervision or Line Management Meetings
- Protect the rights, safety and wellbeing of children and provide a child safe environment.
- To continually develop both personally and professional to meet the changing needs of your position, career and organisation.
- As this position is within a community health service the occupant may be asked to be temporarily redeployed to meet the Health Service's responsibilities in the event of a disaster or emergency. Any such changes will be made in consultation with the occupant.
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Inherent Requirements

Gateway Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The position may require the following tasks among other things:

- Manual handling (pushing, pulling, lifting, holding, carrying)
- Sitting, standing, bending, reaching
- Computer work, data entry
- Operating equipment
- Use of personal protective equipment
- General waste handling
- Driving motor vehicles
- Dealing with anxious or upset staff, consumers or members of the public
- Work at and travel to other locations will be required

Key Selection Criteria

Applicants MUST address the Selection Criteria below when completing an employment application

Essential

- Ability to behave in accordance to the Gateway Health Values of We Care, We work together, We achieve, We learn, We innovate.
- Current/previous experience with transacting bank reconciliations and accounts receivable in a medium to large enterprise.
- Previous financial experience in a community health setting with knowledge/experience of funding agreements/interpreting data
- Previous experience reviewing and interrogating financial systems to resolve GL accounting errors
- Previous experience generating and processing EOM data and adhoc financial journals
- Previous experience with multiple data bases; with a willingness to learn system administration tasks for SageX3 and Magiq Software systems.
- Advanced MS Excel skills
- Excellent attention to detail

- Ability to assist others and work as part of a team.
- Diploma of Finance or Accounting or equivalent experience
- Proven communication and interpersonal skills (including working in an objective & confidential manner).

Mandatory Requirements

- Current Australian Drivers Licence or accepted International Drivers licence
- Confirmation of your right to work in Australia, Satisfactory National/International Police, and Victorian Working with Children Checks must be provided prior to commencement.
- Evidence of COVID Vaccination or Contraindication must be provided prior to commencement.

Desirable

- Experience using SageX3 Enterprise Software
- Experience with Fixed asset accounting
- Experience with Magiq Performance Reporting
- Demonstrated willingness to engage in new processes to improve efficiencies across the Finance Team and organisation
- Adaptability and flexibility - be able to prioritise, multi task and manage time effectively

I acknowledge:

- That I will recognise and celebrate diversity, and will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.
- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That Gateway Health is an equal opportunity employer and has a smoke free workplace policy.
- That Gateway Health has a zero tolerance of child abuse and family violence, all allegations and safety concerns will be treated very seriously. For more information refer to Gateways Health's Child Safety Standards procedure and family Violence Policy.
- I will comply with my contract, all policies and procedures and follow directions given.
- That I have read and fully understand the Position Description and Inherent Requirements of the position
- I agree that I have the physical and psychological ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position. This is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- Gateway Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by

(print name): _____

**Employee
Signature:** _____

Date: _____