

## Employee Position Description

Position Details		
<b>Position Title:</b> Accounts Officer	<b>Department:</b> Finance and Corporate Services	<b>Agreement:</b> Victorian Stand-Alone Community Health Services (Health and Allied Health Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2022-2026
<b>Reports To:</b> Finance Business Partnering Lead	<b>Location:</b> Hawthorn	
<b>Direct Reports:</b> No	<b>Employment Status:</b> Fulltime	<b>Classification:</b> Grade 1
Position Primary Purpose		
<p>The purpose of this position is to support Access Health and Community to deliver high quality, safe and sustainable services. To deliver on this, the Accounts Officer support the financial functions of the organisation by ensuring the timely and accurate processing of accounts receivable and payable activities, including billing, collections, invoicing, and reimbursements, while providing excellent customer service to internal and external stakeholders.</p>		
Decision Making Authority		Key Relationships
<p><b>Decisions made independent of Manager</b></p> <p>In accordance with the organisation's Delegation of Authority</p> <ul style="list-style-type: none"> <li>• Recording of invoices in accordance with contracts and schedules.</li> <li>• Delivery of invoices to recipients as required.</li> <li>• Allocation of transactions to GL code and cost centre.</li> <li>• Provision of Debtors Report and reconciliation work.</li> <li>• Management of Debtors Ledger.</li> <li>• Supplier payments as per the Board Delegation of Authorities.</li> </ul>		<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• CFO</li> <li>• Finance Manager</li> <li>• Managers and Senior Managers</li> <li>• Front line staff</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Customers</li> <li>• Vendors</li> <li>• Partner organisations</li> </ul>

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Key Accountabilities	
Focus Areas	Responsibilities
<b>Administrative responsibilities</b>	<ul style="list-style-type: none"> <li>• Completion of fortnightly client billing, portal claiming and debtor collection in line with designated timelines.</li> <li>• Completion of GP services invoices are completed.</li> <li>• Debtor reporting and facilitate review meetings with relevant operational areas.</li> <li>• Support banking of cash and cheques received on a weekly basis.</li> <li>• Process petty cash reconciliations &amp; reimbursements.</li> <li>• Manage the AR phone calls and process payments via phones.</li> <li>• Assist in the end-to-end function of Accounts Payable</li> <li>• Completion of designated month end tasks.</li> <li>• Backup of Accounts Receivable &amp; Payable officers</li> </ul>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>• Act in accordance with AccessHC's policies, procedures and code of conduct</li> <li>• Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position</li> <li>• Participate in mandatory training requirements to support the delivery of a safe and effective service</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Act in accordance with health and safety policies and procedures at all times</li> <li>• All staff are required to take reasonable care for their own health and safety and that of other personnel that could be affected by their conduct</li> </ul>
<b>AccessHC Values</b>	<ul style="list-style-type: none"> <li>• Through actions and behaviour, demonstrate AccessHC Values of; <b><i>Equity, Collaboration, Respect, Innovation and Quality</i></b></li> </ul>

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<b>Selection Criteria</b>	
<p><b>Mandatory Selection Criteria items</b></p> <ul style="list-style-type: none"> <li>• Police Check</li> <li>• International Police Check (<i>mandatory if lived/work o/s in past 10 yrs</i>)</li> <li>• Working With Children Check</li> <li>• NDIS Worker Screening Check</li> <li>• Driver's Licence</li> </ul> <p><b>Key Selection Criteria items</b></p> <ul style="list-style-type: none"> <li>• Certificate in Bookkeeping</li> <li>• Minimum of 3 years' relevant experience</li> <li>• High level of accuracy and attention to detail.</li> <li>• Strong written and verbal communication skills</li> <li>• Broad knowledge of accounting principles and processes.</li> <li>• Proficiency with Microsoft Office programs (Word, Excel, Outlook and PowerPoint).</li> <li>• Proficiency in accounting software (Business Central or like systems)</li> </ul>	<p><b>Attributes we value</b></p> <ul style="list-style-type: none"> <li>• Ability to work collaboratively as part of a team while managing tasks independently</li> <li>• Creates a warm, welcoming, and inclusive environment for all</li> <li>• Demonstrates empathy, respect, and professionalism in every interaction</li> <li>• Values collaboration and actively contributes to team success</li> <li>• Embraces continuous improvement and innovation</li> <li>• Takes ownership of their work and delivers with accountability</li> <li>• Is organised, proactive, and solutions-focused</li> </ul>
<p><b>Our Commitment to Diversity and Inclusion</b></p> <p>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience.</p> <p>We strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds, people with disability, people of all genders and sexualities, and people with lived and living experience.</p> <p>We recognise the strength, resilience and ongoing contributions of First Nations peoples and are committed to advancing reconciliation through our employment, service delivery and organisational practices.</p> <p>All compliance requirements will be assessed on a case-by-case basis, and a criminal history does not automatically exclude an applicant from employment. All applications will be treated confidentially.</p>	
<b>Authorisations</b>	
<b>Employee Name:</b>	<b>Manager Name:</b>

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

Date: / /

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