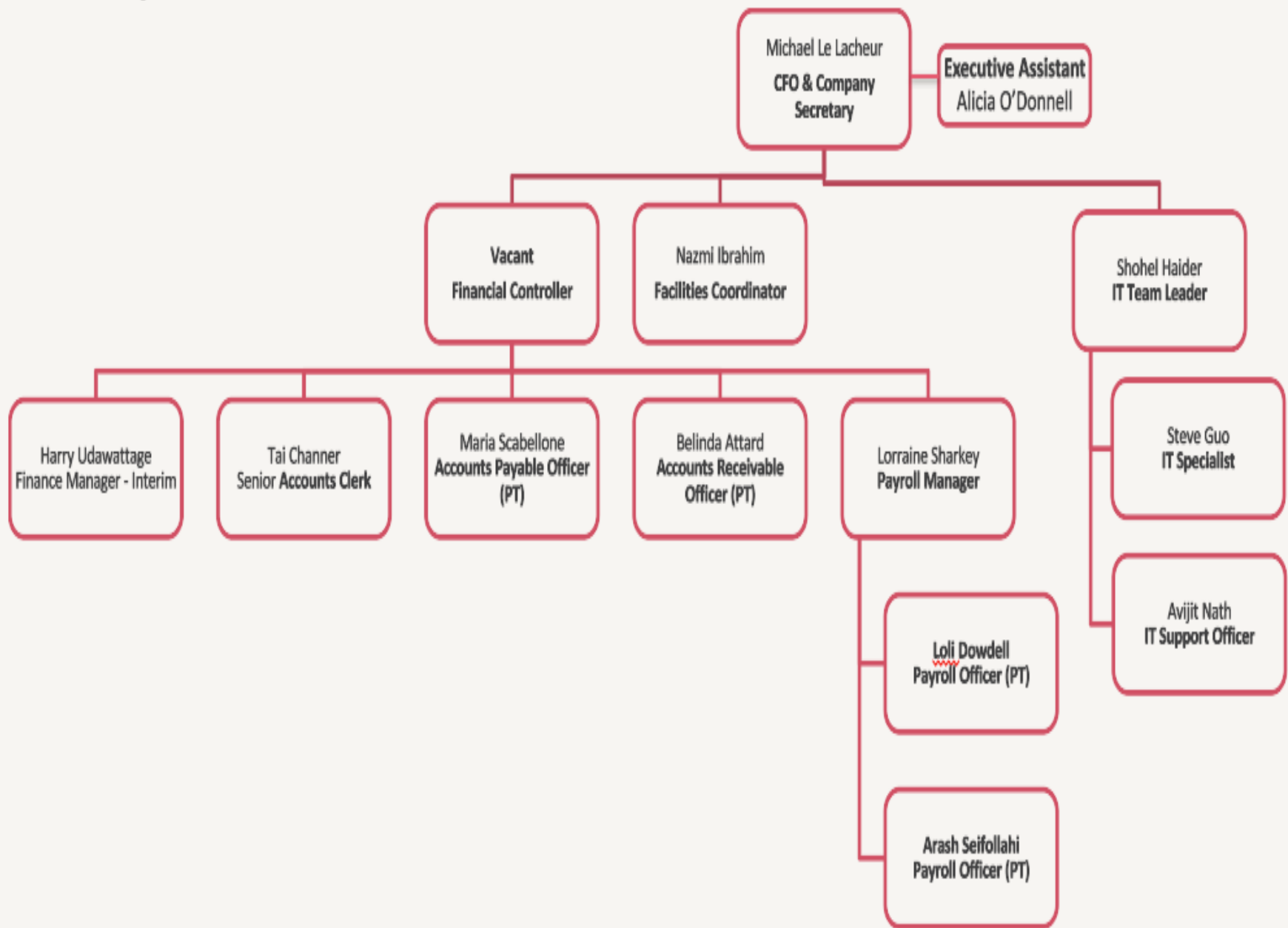


Employee Position Description Template

Position Details		
Position Title: Finance Officer	Department: Corporate Services - Finance	Agreement: Victorian Stand-Alone Community Health Services (Health and Allied Health Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2022-2026
Reports To: Finance Manager-Interim	Location: Flexible hybrid working arrangement requiring to travel to Head Office in Hawthorn at least 1-2 days a week for first 2 months and negotiable after	
Direct Reports: Nil	Employment Status: Part Time Max Term Feb 2025	Classification: Grade 2
Position Primary Purpose		
<p>The Finance Officer reports to the Finance Manager and works in partnership with the Finance Team on Accounts Receivable, Accounts Payable, NDIS administration and related functions. The role includes all facets of the AR and AP functions, including but not limited to the timely and accurate billing of Customers (including NDIS, HCP) and Funders (Federal, State and Local Government Funding Bodies) with a key focus on collections and management of the debtors ledger, maintaining accurate Contract Register, bank reconciliations, timely and accurate processing of payable invoices and managing weekly payment run, Supplier Statement reconciliations, liaising with private and institutional Customers, Vendors and Suppliers, general ledger reconciliations, and other month end reporting tasks.</p> <p>The primary purpose of this position is to ensure the smooth and timely administration of the firm's Accounts Receivable and Payable functions.</p>		

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.



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Decision Making Authority	Key Relationships
Decisions made independent of Manager In accordance with the organisation's Delegation of Authority <ul style="list-style-type: none"> Recording of daily revenue from the banking sheets for all clinics Raising of invoices in accordance with contracts and schedules Allocation of transactions to GL code and cost centre Provision of Debtors Report and reconciliation work Monitoring AR Inbox and resolving Customer queries Management of Maintaining an up to date Contract Register, Debtors Ledger and Debt Collection Monitoring AP Inbox and resolving Vendor queries Processing Supplier Invoices Preparing cash required listing for weekly payment run Processing the payment run upon approval, uploading the payment files to bank and send-out remittances 	Internal <ul style="list-style-type: none"> Chief Financial Officer Finance Manager Finance Team BI Team Child and Family Team Customer Service Team Other Business Areas External <ul style="list-style-type: none"> State & Federal Government Funding Bodies Councils and Local Funding Bodies Plan Managers and Package Providers Private and Institutional clients and client coordinators National Disability Insurance Agency Vendors and Suppliers

Key Accountabilities	
Focus Areas	Responsibilities
Accounts Receivable and Payable	<ul style="list-style-type: none"> Ensuring daily banking from multiple sites is recorded appropriately and in a timely manner for all type of receipts and bank reconciliation is completed on a daily basis Perform other sub-reconciliations for receipts via various gateways and portals such as PRODA, Credit Cards, Tyro, Stripe, Daily Banking Sheets, etc Regularly monitoring AR inbox and NDIS inbox and resolving customer queries Perform end of month AP & AR sub ledgers roll over and complete month end reporting in a timely manner
Debtor Management and Collections	<ul style="list-style-type: none"> Monitoring of outstanding debt on a regular basis and ongoing collection with private and institutional clients Responsible for the accuracy of the Debtors' ledger Regularly assessing the ageing of debtors and raising any issues with the Finance Manager
Customer and Contract Invoices	<ul style="list-style-type: none"> Raising invoices in line with revenue contracts from State & Federal Government Funding bodies, as well as Community grant providers with accuracy and in a timely manner

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> • Liaising with internal program managers where necessary to ensure invoices are correct and approved • Maintain and Updating Contract and Invoice Registers • Ensuring smooth runs of fortnightly billing cycles for NDIS, HCP, Client Contributions, Practice Management and cater for other ad-hoc invoice requests
NDIS Portal Administration Client Plan Monitoring and Billing	<ul style="list-style-type: none"> • Ensure client plan amounts and bookings are accurately reflected in the relevant systems (PRODA) including expiry dates and plan usage milestones • Monitoring client data across multiple systems including Trakcare, Echidna and Attache • In liaison with the Senior Accounts Clerk, process NDIS portal claiming and client billing in a timely and accurate manner • Download NDIS bulk payment file from PRODA, reconcile it back to AR ledger and apply payments • Manage NDIS debt collections and administration issues, including portal corrections and manual claims in line with NDIS Guidelines and relevant regulations • Work with Customer Service Team, Child & Family Team and other NDIS staff across AccessHC to streamline and automate processes across all systems • Review and update support codes and unit prices at 1 July each year in conjunction with the Data and Reporting Analyst
Accounts Payable	<ul style="list-style-type: none"> • Monitoring AP inbox and disseminating invoices for approval per the Board Delegation of Authorities • Processing Supplier Invoices • Preparing cash required listing for weekly payment run for Finance Manager's approval • Processing the payment run upon approval, uploading the payment files to bank and send-out remittances • Supplier statement reconciliation and preparation of end of the month AP accruals • Perform end of month AP & AR sub ledgers roll-over and complete month end reporting in a timely manner • Managing Petty Cash replenishment and reimbursement process for AHC
Project and other ad-hoc tasks	<ul style="list-style-type: none"> • Suggest improvements to increase the efficiencies in Accounts Payable processes • Participate with the broader finance team in developing team and individual work plans. • Participate in meetings, other forums and quality projects from time to time • Provide leave cover for staff within Finance Team • Other ad-hoc tasks as required by Finance Manager
Collaborate with the wider Finance and NDIS teams	<ul style="list-style-type: none"> • Maintain good relationship and open communication with the wider finance team to facilitate mutual sharing of information and knowledge • Maintain an environment of trust, respect and collaboration with the extended teams, to ensure congenial environment • Exhibit and promote a culture of 'customer service', trust and respect; so as to allow the finance team to be of great value and service to the wider organisation

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Key Accountabilities	
Focus Areas	Responsibilities
Quality and Risk Management	<ul style="list-style-type: none"> Develop and maintain a sound knowledge of and commitment to AccessHC policies and procedures
Professional Development	<ul style="list-style-type: none"> Actively participate in relevant continuing professional development as required
Standard of Conduct	<ul style="list-style-type: none"> To abide by the policies and procedures of AccessHC applicable to the maintenance of good order and conduct To maintain a harmonious and courteous attitude towards clients, the public and other staff
Annual Planning	<ul style="list-style-type: none"> Actively contribute to the annual planning cycle
Governance and Compliance	<ul style="list-style-type: none"> Act in accordance with AccessHC's policies, procedures and code of conduct Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position
Workplace Health and Safety	<ul style="list-style-type: none"> Act in accordance with health and safety policies and procedures at all times 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
AccessHC Values	<ul style="list-style-type: none"> Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Respect, Innovation and Quality

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Selection Criteria	
<p>Mandatory Selection Criteria items</p> <ul style="list-style-type: none"> • Police Check • International Police Check (<i>mandatory if lived/work o/s in past 10 yrs</i>) • Working With Children Check • NDIS Worker Screening Check <p>Key Selection Criteria items</p> <ul style="list-style-type: none"> • A relevant tertiary qualification such as administration, finance or commerce (Cert IV or greater) • Minimum of 2 years' experience in a Senior Finance role, ideally in a not for profit, disability or healthcare setting • Minimum of 6 months' experience with NDIS administration including Portal claiming and processing within a disability or health care service provider (essential) • Prior hands-on experience with Bank Reconciliation and Debt Collection in an environment with multi system interfaces (preferably Attaché, Trakcare / Echidna) • Prior involvement with Accounts Payable and payment runs, month-end processes and accruals • Demonstrated ability to produce accurate information, prepare accurate reports on time, and work under time pressure • Demonstrated IT competence particularly in MS Excel & Microsoft Office Suite 	<p>Attributes</p> <ul style="list-style-type: none"> • Demonstrated customer service focus • Strong communication skills particularly working with clients with a disability and / or Cultural and Linguistically Diverse backgrounds • Demonstrated ability to relate to people from a diverse range of social, cultural and ethnic backgrounds • Commitment to continuous quality improvement and health promotion principles • Ability to work as part of a multidisciplinary team • Ability to work respectfully and creatively • Effective time management and prioritisation skills • High level of accuracy and attention to detail • Demonstrated ability to work in a team environment • A genuine desire to improve the lives of people through contributing to enable better health services • Demonstrated behaviours consistent with AccessHC values
<p>Access Health and Community (AccessHC) is committed to being a Child Safe Organisation that values inclusivity and diversity. We welcome applications from individuals with disabilities, those with lived experience of mental health challenges or alcohol and other drugs (AOD) issues, as well as people of diverse genders and sexualities.</p> <p>Our vision for reconciliation at AccessHC is an Australia where Aboriginal and Torres Strait Islander peoples experience equitable health and social outcomes. Through our Reflect Reconciliation Action Plan (RAP), we are dedicated to advancing reconciliation by acknowledging histories and injustices, supporting the active expression of culture, building strong, trusting relationships, and implementing culturally appropriate practices in our work.</p> <p>We are committed to working in partnership with Aboriginal and Torres Strait Islander peoples to ensure our services are welcoming and safe for everyone. We acknowledge the Traditional Owners of the land on which we operate, and we pay our respects to Elders past, present, and emerging. We also recognize that sovereignty was never ceded.</p> <p>As a vaccine-positive organisation, AccessHC encourages COVID-19 vaccinations. Successful applicants will be required to undergo a Working With Children Check, Police Check, and potentially an International Check.</p>	
Authorisations	
<p>Employee Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p>

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