



POSITION DESCRIPTION

POSITION TITLE:	Finance Coordinator
DEPARTMENT:	Finance and Corporate Services
CLASSIFICATION:	Grade 3 (HS3)
INDUSTRIAL INSTRUMENT:	Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2016-2020 and subsequent agreements
REPORTS TO:	Executive Director of Finance and Corporate Services
PRE-REQUISITES:	<p>Essential:</p> <ul style="list-style-type: none">• Finance experience in a health care environment.• Experience in maintaining a general ledger and preparing financial management reports that are compliant with Accounting Standards.• Current Police Check.• Current Working with Children Check.• Current Flu Vaccination (evidence required). <p>Desirable:</p> <ul style="list-style-type: none">• Tertiary qualifications in accounting.• Knowledge of current statutory requirements including relevant awards and accounting standards.

KEY SELECTION CRITERIA:

- **Advanced knowledge of accounting concepts:** Incumbent understands the principles, practices and standards associated with reporting, recording and analysing an Organisation's financial transactions.
- **Accountability:** Incumbent works to clear objectives in a transparent manner, accepts responsibility for decisions and actions, seeks to achieve best use of resources and accepts appropriate scrutiny.
- **Resilience:** Incumbent maintains a positive attitude and continues to deliver consistent quality work in the face of challenging situations.
- **Collaborative mindset:** Incumbent approaches activities, decisions and outcomes from the perspective of working respectfully with others.
- **Priority and time management skills:** Incumbent is able to undertake a number of different tasks simultaneously, ensuring the most important tasks are completed in line with agreed expectations about timeliness, quality and appropriate resource use.
- **Work planning skills:** Incumbent is able to define and sequence work tasks to deliver on established outcomes in line with agreed timeframes, availability of resources and ways of working.
- **Communication:** Demonstrates excellence in communication skills and an ability to listen, respond and consider others points of view. Ability and commitment to maintain high levels of confidentiality.

OUR PURPOSE:

The purpose of Benalla Health is to care for our community by providing safe, high quality healthcare for everyone.

OUR VALUES:

Compassion, Empathy, Accountability, Respect and Excellence.

POSITION SUMMARY:

The Finance Coordinator is responsible for assisting the Finance and Corporate Services team to deliver quality and timely financial services to the organisation. This position is required to facilitate the achievement of finance objectives and ensure the provision of excellent customer services to internal and external stakeholders.

RESPONSIBILITIES:

The Finance Coordinator is responsible for:

- Maintaining an accurate General Ledger in accordance with government policies and guidelines and the organisations' policies and procedures. This includes the reconciliation of all Balance Sheet accounts as scheduled.
- Preparation of accurate and timely financial reports to stakeholders, inclusive of the Department of Health and Human Services (DHHS), Board of Management and Benalla Health management ensuring all significant variations are analysed.
- Effective Coordination of the Medical Accounts function.
- Administration of the Health Service' assets register, taxation and treasury functions.
- Effective Coordination of the front reception and accounts administration function including;
 - Administration of sundry and residential aged care billing ensuring that billing is efficient, accurate and timely.
 - Ensuring that accounts receivable are monitored and action is taken in line with the organisations' policies and procedures to minimise risks and bad debts.
 - Coordinating an efficient accounts payable function ensuring compliance with the organisations' policies and procedures.
- Treasury administration in consultation with the Executive Director of Finance and Corporate Services.
- Ensuring the accurate and timely administration of the GST, FBT and asset register functions.
- Effective financial administration of the Morrie Evans Wing nursing home including:
 - Resident contract administration.
 - Liaison with residents and their families on financial matters.
 - Maximising Government funding.
- Providing authoritative financial advice to Benalla Health management staff.
- Providing support and assistance to the Executive Director of Finance and Corporate Services.

Accountability and Authority

The Finance Coordinator is accountable for:

- The efficient, accurate and timely delivery of high quality financial services.
- The effective operation of the Finance department that facilitates the achievement of finance objectives and the provision of excellent customer service to internal and external stakeholders.

Under the direction of the Executive Director of Finance and Corporate Services and subject to organisational policies and procedures, the incumbent is responsible for making decisions and exercising judgement about the areas for which he / she is responsible, including:

- Responding promptly to changing circumstances and making sound decisions to ensure the ongoing efficiency and effectiveness of the department.
- Keeping the Executive Director of Finance and Corporate Services informed of significant issues and risks and recommending solutions.

Human Resources Management

Effective leadership of the Finance and Front Reception departments inclusive of:

- Conducting annual staff appraisals and managing staff performance to achieve departmental objectives.
- Ensuring the appointment of appropriately qualified and experienced staff.
- Administering and promoting sound communication within the departments by conducting regular staff meetings.
- Monitoring all staff leave to ensure balances are within organisational parameters.
- Developing and co-ordinating training programs for staff development and ensuring that all staff participate in annual training.
- Ensuring staff are aware of all relevant Benalla Health policies and procedures.

SAFETY MANAGEMENT SYSTEMS:

In accordance with the current Victorian OH&S legislation and infection control standards, each employee has the responsibility to take reasonable care of their own health and safety by:

- Adhering to Benalla Health's OH&S policies and procedures.
- Reporting hazards and injuries.
- Participating in OH&S consultation and OH&S training.
- Cooperating with managers and supervisors to ensure that OH&S responsibilities are met by all.
- Not wilfully interfering with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk.
- Each employee is responsible for ensuring that they are fit to perform their duties without risk to the safety, health and well-being of themselves and others within the workplace. This responsibility includes compliance with reasonable measure put in place by the employer and any related OH&S requirements.

Each employee has the responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.

Please refer to Benalla Health's Occupational Health & Safety Responsibilities Guideline.

QUALITY & RISK:

Benalla Health is accredited by an independent Accreditation Agency. All staff are required to actively participate in quality improvement activities.

POLICIES & PROCEDURES:

It is every employee's responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All organisational-wide policies and procedures can be accessed on the Benalla Health Intranet site.

RISK MANAGEMENT:

All staff have a responsibility to identify and report risks in their workplace. All staff are required to participate in risk management training identified as relevant to their position and level of employment.

CONFIDENTIALITY:

Any information obtained in the course of employment is confidential and should not be used for any purpose other than in the performance of duties for which the person is employed. The employee is bound by the Information Privacy Act 2000, Aged Care Act 1997 and the Health Records Act 2001.

MANDATORY ORGANISATIONAL COMPETENCIES:

In accordance with current legislative requirements, all employees have a responsibility to ensure they successfully complete competencies as prescribed (on commencement, annually, every two years or as otherwise stated).

Refer to the organisations mandatory training policy for full details.

PREVENTION AND RESPONSE TO FAMILY VIOLENCE:

It is a basic human right to be respected as an individual. Benalla Health supports this fundamental right through advocacy for the prevention and awareness raising of family violence. Benalla Health is committed to the elimination of Violence.

Each employee at Benalla Health will be expected to demonstrate their commitment by:

- Gaining knowledge and the ability to implement a brief intervention to identify and respond to family violence, underpinned by principles of sensitive practice.
- Actively participate in education and events supporting 'the prevention and response to family violence in our organisation and the community.
- Positively contribute to workplace safety and morale.
- Be able to confidently address issues that arise regarding Family Violence for clients and colleagues.

PERFORMANCE REVIEW & DEVELOPMENT:

A performance review & development plan will be carried out three months post appointment and thereafter at least once a year. The position description will form the basis for the review.

If performance does not meet expectations or additional staff development/guidance is required, performance reviews will be carried out more frequently. The employee can request additional performance reviews at any time in writing.

This document provides a summary of the role and duties of the position and forms the basis for periodic review of departmental and individual performance.

This position description is subject to review and amendment at any time, as appropriate and as approved by the relevant Director.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's Policies and Procedures.

EMPLOYEE'S NAME: _____
EMPLOYEE'S SIGNATURE: _____
DATE:/...../.....

MANAGER'S NAME: _____
MANAGER'S SIGNATURE: _____
DATE:/...../.....

CREATED: January 2009
REVISED: January 2021

Benalla Health

Aligning behaviours to our Values and Code of Conduct

Compassion	Empathy	Accountability	Respect	Excellence
In our team we ...				
<p>are kind to each other</p> <p>are forgiving</p> <p>respect personal space</p> <p>seek clarity where there is uncertainty</p> <p>maintain confidentiality for those in our care and those we work with</p> <p>encourage and support each other to discuss issues</p> <p>ensure open consultation and two-way communication</p> <p>use eye contact and our tone of voice to demonstrate we are actively listening to the others perspectives</p> <p>we see the person as being separate from any unacceptable behaviour.</p>	<p>ask others 'how can we help'</p> <p>act to include each other</p> <p>seek to understand the facts</p> <p>will support those who admit errors</p> <p>pull together especially in tough times</p> <p>have patience for those who are learning</p> <p>are safe to question and be inquisitive</p> <p>report incidents and mistakes recognising we work in a 'just' culture</p> <p>promote a culture of continuous improvement</p> <p>summarise what we have heard to demonstrate our understanding</p> <p>have fun</p>	<p>are honest and reliable</p> <p>do what we say we will do</p> <p>are honest with each other</p> <p>call below the line behaviour.</p> <p>reflect on our own behaviour.</p> <p>acknowledge problems and seek and/or offer a solution</p> <p>have the courage to speak up and use our voice</p> <p>will comply with reasonable directives</p> <p>follow policies and procedures including rostering rules</p>	<p>acknowledge the views, opinions, beliefs and ideas of others</p> <p>say thank you</p> <p>manage each other up</p> <p>encourage robust discussion</p> <p>smile and greet each other</p> <p>acknowledge people from culturally diverse backgrounds</p> <p>turn up on time</p> <p>apologise when we have hurt others and/or have been below the line in our behaviour.</p> <p>model and demonstrate polite behaviour.</p> <p>use AIDET when we communicate</p> <p>follow our organisation's dress code and dress appropriately</p>	<p>have a 'can do' attitude</p> <p>work hard</p> <p>choose our attitude</p> <p>encourage innovation</p> <p>lead by positive example</p> <p>work as a team</p> <p>acknowledge when we are wrong</p> <p>encourage each other to be the best we can be and celebrate each other's achievements</p>
In our team we do not ...				
<p>accept negative comments about others efforts</p> <p>withhold or deliberately make information inaccessible</p> <p>use or threaten to use violence - even in jest</p>	<p>say this is the way we have always done it</p> <p>judge a book by its cover</p> <p>tolerate angry, aggressive behaviour.</p> <p>negatively criticise and judge another's performance</p> <p>actively avoid the reporting of events, incidents or issues</p> <p>actively or passively resist change</p> <p>misrepresent or selectively interpret facts</p>	<p>waste time</p> <p>turn a blind eye to poor practice</p> <p>expect other people to clean up our mess</p> <p>openly complain to everyone else except the most appropriate person who could fix the problem or issue</p>	<p>participate in, contribute to or encourage the rumour, mill and gossip</p> <p>dismiss other people's opinions and contributions or put down their ideas</p> <p>manage each other down</p> <p>tolerate sexist behaviour or language</p> <p>use unprofessional or inflammatory language such as swearing</p> <p>raise our voices in patient care areas</p> <p>see ourselves as being more important than someone else</p> <p>respond with negative body language such as rolling eyes, huffing/puffing, negative tone of voice, crossing arms or shrugging shoulders</p> <p>talk down and be condescending to others</p>	<p>watch the clock</p> <p>ignore call bells or ringing phones regardless of who is allocated what duties</p> <p>blame others for our actions</p> <p>put our personal likes or dislikes above the needs of the team and our professional responsibility</p>
Our standard is what we choose to walk past ...				