

POSITION DESCRIPTION



Position	Assistant Accountant
Division	Finance – Corporate Services
Classification	HS2
Enterprise Agreement	Victorian Public Health Management & Administrative Officers EBA
Reports To	Senior Accountant
Direct Reports	Nil
Infection Control Risk Category:	C

Approved	People & Culture Manager	Approval Date	04/01/2024
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PRIMARY OBJECTIVE (or purpose):

To provide accounting support to PDH and support the Chief Finance Officer and Senior Accountant in ensuring the financial data is accurate and compliant with all statutory and department requirements.

PORTLAND DISTRICT HEALTH VALUES:

	TOGETHERNESS	COURAGE	OPTIMISM
HOW WE WORK TOGETHER	I WILL LEAD BY	I WILL LEAD BY	I WILL LEAD BY
COMPASSION	Face difficult issues and support others to do the same. Check in and ask, 'Are you ok?'	Support staff when having difficult conversations. Have the strength to create change.	Recognise everyone has a valued role. Think positively with a 'can do' attitude.
ACCOUNTABILITY	Strive for excellence in our way of work. Take pride in the work we deliver and celebrate achievements. Adhere to policies and procedures and work within my scope of practice to keep everyone safe.	Take personal responsibility for decisions, actions and failures. Accept responsibility for what is in my control. Follow through on commitments and make sure others do the same.	Know my individual part will impact organisation results. Communicate at all levels – why, what and how? Do what I am expected to do; if I can't, I will keep you informed.
RESPECT	Be inclusive and respectful of others. Empathise and acknowledge others. Ensure patients are involved in discussions for their care. Turn up to a meeting prepared and on time as a team we work together.	Provide direct and actionable feedback in a safe environment. Seek and accept constructive feedback to improve.	Demonstrate appreciation and say thank you. Attentively listen to others, use positive words and body language.
EXCELLENCE	Work constructively and support others to do the same for continuous improvement. Facilitate learning opportunities and share knowledge.	Lead by example in 'walking the talk' of our values. Speak up if you have questions about how well our processes are working.	Innovate to improve service delivery options. Be proactive and action poor data results.

PDH CARE GOALS

Person-centred	People's values, beliefs and specific needs and circumstances guide the delivery of care and organisational planning.
Safe	Avoidable harm is eliminated.
Effective	The right care is delivered in the right way, at the right time with the right outcomes.
Connected	Staff and consumers work together to achieve shared goals; people experience service and support continuity as they move through the service system.

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KEY RESPONSIBILITIES

- Responsible for the preparation and processing of monthly journals, reconciliation of balance sheet accounts and ensuring all entries are accurate with reconciliations completed on a timely basis.
- Support Senior Accountant and other staff to meet all internal and external finance deadlines
- Responsible for processing superannuation and assisting with any fortnightly payroll processing when required.
- Responsible for completion and lodgement of monthly BAS, and ensure financial compliance is being met
- Provide support and guidance to staff undertaking accounts receivable, including support to manage debtors in all departments.
- Support accounts payable when required.
- Responsible for maintaining fixed asset register and ensure appropriate recognition of capital expenditure.
- Process monthly depreciation.
- Assist Senior Accountant and other staff with reporting requirements to various government and other departments.
- Support Senior accountant and other staff to ensure chart of accounts is up to date, and financial data is reviewed and accurate
- Support CFO and other staff with managing and updating finance policies and procedures
- Support CFO/Senior Accountant and other staff with budget and forecasting process
- Support the month end process, including updating monthly department reports, and checking of significant variances.
- Develop working relationships with key staff, especially around accounts receivable and other departments as required.
- Provide financial information, support and assistance to managers, supervisors and other staff.
- Provide leave cover for finance team members and other staff as required
- Undertake other duties and responsibilities as requested by CFO/Senior Accountant.

KEY ACCOUNTABILITIES

Key results Area	Key Activities	Performance Measures
Team work	<ul style="list-style-type: none"> • Ensure the vision, mission and values of the organisation are understood and integrated into daily practice • Develop and maintain positive working relationships with members of PDH staff • Demonstrate agreed behaviours and communicate effectively • Role model a professional approach to education, interpersonal relationships, teamwork and communication for department/unit staff 	<ul style="list-style-type: none"> • Participation in annual staff appraisal • Staff satisfaction • 100% Compliance with mandatory competencies • Compliance with NSQHS Standards • Compliance with PDH policies and procedures
Professional Development and Scope of Practice	<ul style="list-style-type: none"> • Demonstrate continual professional development and learning • Share knowledge willingly • Complete mandatory training and education 	<ul style="list-style-type: none"> • 100% Compliance with mandatory competencies • Participation in annual staff appraisal

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<p>Quality and Safety</p>	<ul style="list-style-type: none"> • Work collaboratively with the Quality Team to implement improvement plans • Conduct audits as required and contribute to the development and implementation of actions to address deficits • Contribute to quality improvement activities within the department, in accordance with PDH policies to ensuring a high level of work quality • Maintain a safe and high quality environment at all times in accordance with PDH policies • Reports all incidents through Riskman • Ensuring staff follow PDH Infection Control policies, procedures and guidelines 	<ul style="list-style-type: none"> • Completes relevant audits and initiates actions • Contribution to Quality Improvement/Progress reports • Demonstrated use of the incident management system
<p>Information Management</p>	<ul style="list-style-type: none"> • Display and promote correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained • Abide by the PDH's requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department • Ensure consumer information is accurate and only released in line with the Health Records Act requirements 	<ul style="list-style-type: none"> • Ensures all information management meets the legislative requirements and organisational standards
<p>Occupational Health and Safety</p>	<ul style="list-style-type: none"> • Is familiar with and ensure that all appropriate actions are taken to implement OH&S policy and procedures and that legislative requirements are met within the service • Report any incidents or potential hazards in accordance with PDH policies and procedures including effective reporting via Riskman • Assist in the planning, development and implementation of OH&S measures • Demonstrate a commitment to health and safety in line with PDH's OHS policies, procedures, training requirements and legislative/regulatory requirements, driving a high standard for others to follow • Knows what to do in an emergency relevant to role 	<ul style="list-style-type: none"> • Participation in team meetings where key OH&S issues are discussed and resolved • Evidence of hazard and incident reporting using Riskman • Maintains compliance with mandatory OHS training requirements for both self and team
<p>OTHER DUTIES</p>		
	<ul style="list-style-type: none"> • Exhibits a commitment to PDH Values including team based above and below the line behaviours • Monitors own day to day performance against operational targets and strategic goals 	<ul style="list-style-type: none"> • PDH values modelled at all times • Demonstrated use of incident management system • Adherence to applicable health care or industry standards

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	<ul style="list-style-type: none">• Undertake special projects or reports as reasonably required• Practice in accordance with the relevant health care or industry standards• Complies with family violence risk assessment and management activities aligned to the Multi-Agency Risk Assessment and Management (MARAM) Framework, the Family Violence Information Sharing Scheme (FVISS) and Child Information Sharing Scheme (CISS) legislative requirements and related PDH procedures.• Comply with all relevant PDH policies and procedures• Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness	<ul style="list-style-type: none">• Demonstrated completion of mandatory training• Adherence with PDH policy and procedures
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KEY SELECTION CRITERIA – SPECIALIST KNOWLEDGE

QUALIFICATIONS –

ESSENTIAL:

- Diploma in Accounting or Cert IV in Accounting (or working towards or willing to acquire)

EXPERIENCE and/or SPECIALIST KNOWLEDGE -

ESSENTIAL:

- Strong numeric and analytical skills
- Ability to effectively communicate and analyse financial information
- Demonstrated experience in IT, use of Microsoft Office suite of applications, financial and budget systems
- Developed written and interpersonal skills and ability to build relationships with staff and management across all service areas.

DESIRABLE:

- Previous accounting experience
- Experience in public health industry is highly regarded
- Understanding of government and accounting accountabilities including various government Acts, and Accounting Standards.
- Statutory financial reporting

Other requirements:

- Current employee police check
- Current evidence of immunisation history and serology results

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Portland District Health's discretion and activities may be added, removed or amended at any time.

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JOB DEMANDS CHECKLIST

Portland District Health endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions	
I = Infrequent	Activity may be required very infrequently
O = Occasional	Activity required occasionally, not necessarily all shifts
F = Frequent	Activity required most shifts, up to 50% of the time
C = Constant	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods
N/A = Not Applicable	Activity not performed

Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks			✓		
Standing	Remain standing to perform tasks			✓		
Walking	Periods of walking required to perform tasks			✓		
Bending	Forward bending from waist to perform tasks	✓				
Kneeling	Remain in a kneeling position to perform tasks	✓				
Lifting/Carrying	Light lifting and carrying	✓				
	Moderate lifting and carrying	✓				
	Assisted lifting (mechanical, equipment, person assist)	✓				
Climbing/Working at heights	Ascending and descending ladders, stools, scaffolding					✓
Pushing/Pulling	Moving objects (eg: trolleys, beds, wheelchairs, diagnostic equipment, cleaning equipment)	✓				
Reaching	Arms fully extended forward or raised above shoulder to perform tasks	✓				
Crouching	Adopting a crouching posture to perform tasks	✓				
Foot movement	Use of leg and/or foot to operate equipment (or machinery)		✓			
Head postures	Holding head in a position other than neutral (facing forward) to perform tasks			✓		
Fingers/Hand/Arm movement	Repetitive movements of fingers, hands and arms (eg: computer keyboard, computer mouse, touch screens)			✓		
Grasping/Fine manipulation	Gripping, holding, clasping with fingers or hands				✓	

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Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Driving	Operating a motor powered vehicle (eg: use of hospital cars to undertake duties, making deliveries, ride on mower, forklift, bus etc.)	✓				

Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Psychosocial Demands						
Shift work	Rotation of shifts on a rostered basis including day, afternoon or night					✓
Distressed people	Highly emotional people crying, upset, unhappy (eg: emergency or grief situations)		✓			
Aggressive/Unpredictable people	Raised voices, yelling, swearing and arguing (eg: people affected by drugs or alcohol, dementia, mental illness)		✓			
Exposure to distressing situations	(eg: Child abuse, delivering bad news, viewing extreme injuries, viewing deceased)		✓			
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures					✓
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE					✓
Noise	Prolonged and frequent periods of background noise levels which necessitates people raising their voices to be heard					✓
Biological hazards	Exposure to body fluids, bacteria, infectious diseases requiring PPE					✓
Cytotoxic hazards	Handling and/or preparation of cytotoxic materials					✓
Radiation						✓

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Acknowledgement:

I acknowledge that I have received a copy of this position description and understand the requirements of this position. I agree to work in accordance with this position description.

As the incumbent of this position, I confirm I have read the job demands checklist as attached, understand its content, and agree to work in accordance with the requirements of this position.

I accept that the position description as stated above may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

EMPLOYEE NAME:		
EMPLOYEE'S SIGNATURE:		DATE:
MANAGER'S NAME:		
MANAGER'S SIGNATURE:		DATE: