

POSITION DESCRIPTION

FINANCE AND ADMINISTRATION OFFICER

POSITION DETAILS	
Position:	Finance and Administration Officer
Reports to:	Practice Manager
Classification:	<i>Health Professionals and Support Services Award 2020</i>
Location:	Tamworth
Special requirements:	<ul style="list-style-type: none"> • Working with Children Check • First Aid Qualifications • NSW Drivers Licence

Organisational Context

Peel Health Care is an innovative and dynamic GP practice based in Tamworth, Northern NSW. The practice was established in Bridge St in August 2005 by the Directors of North West Slopes Division of General Practice and in June 2009 moved to Peel St as a result of continuous growth and expansion. Since then, the practice has facilitated the delivery of high-quality health care in a friendly and modern environment.

The practice promotes a team approach to good health, with a comprehensive team of professionals. GP registrars, medical and nursing students are taught by the practitioners in the practice. The practice is fully accredited with AGPAL. Our medical practice contains state-of-the-art medical facilities and equipment. We provide nursing, physiotherapy, podiatry, mental health, immunisations, women's health and minor surgeries.

Standards and Expectations

The Finance and Administration Officer must adhere to Peel Health Care's standards and expectations:

1. Honesty, integrity, and ethical conduct at all times;
2. Excellent interpersonal and communication skills, including tolerance and the capacity to develop rapport with a wide range of stakeholders;
3. Leading and supporting staff to achieve their highest standard of work; and
4. High levels of motivation, initiative, and innovation.

Position Profile

The Finance and Administration Officer at Peel Health Care is responsible for supporting the delivery of high quality care to patients through the delivery of financial and administration functions of the practice. They must have the ability to multitask while maintaining complex schedules and managing duties, demonstrate sound problem-solving skills as well as be an organised and motivated individual assuring a steady completion of workloads in a timely manner. The Finance and Administration Officer must be patient and flexible, able to work in a collaborative team and adapt to workplace change quickly.

Accountability

The Finance and Administration Officer will report directly to the Practice Manager and will be accountable for assisting with all designated activities in line with company policies, procedures, and regulatory and legislative requirements. They will also be expected to operate both autonomously and in a team environment, ensuring they keep the Office Manager and relevant staff, briefed throughout. They will strive to exceed quality work standards and client service satisfaction levels.

Key Responsibilities

Key responsibilities include:

Financial:

- Processing and monitoring of sundry debtor invoices including monthly statements and debt collections;
- Processing creditor invoices and payments;
- Updating and maintaining debtor and creditor records;
- Management of petty cash;
- Fortnightly processing of Doctors and allied health payments;
- Processing of internal bank transfers, as directed by the Practice Manager;
- Assist with end of month processes such as account and bank reconciliations, accruals and prepayments.

Payroll:

- Processing the fortnightly payroll and monthly superannuation payments;
- Submit salary packaging deductions report and remit funds to salary packaging provider each fortnight;
- Updating and maintaining payroll records;
- Interpretation of awards and contracts in relation to overtime and allowances;
- Assist the Practice Manager in the preparation and maintenance of employment agreements and records;
- Ensure that workers compensation records are maintained and claims are processed in a timely manner.

Administration:

- Assist the Practice Manager in monitoring and maintaining practice activities and records to ensure continuing eligibility for practice accreditation;

- Schedule staff and Board meetings, dates/times, prepare agendas and taking of minutes. Follow up on outstanding items from the meetings;
- Coordinate catering of meetings, Christmas Party and event celebrations when needed;
- Assist the Practice Manager in the development and implementation of policies and procedures;
- Update and modify existing organisational records and create new electronic records as required.

Other responsibilities:

- Participate in meetings, staff training, development programs and performance appraisal;
- Strictly observe the principals of confidentiality and security of patient notes and company information;
- Reporting of equipment failure and issues relating to Workplace Health and Safety;
- Adhere to and encourage PHC Ltd Company values at all times.

Workplace Health and Safety (WHS):

Contributing to a safe and healthy workplace by:

- Following WHS instructions, policies and procedures;
- Reporting accidents and hazards and addressing potential risks;
- Working to ensure both your own and others' safety; and
- Actively participating in WHS meetings, suggesting improved risk and hazard mitigation.

Prepared by:	HR Consultant – Pinnacle People Solutions
Approved by:	
Date Approved/Updated:	
Version No:	VERSION 1 – 19/11/2020

Employee Acknowledgement:

Signed by:	
Print Name:	
Date:	

Selection Criteria

Essential Criteria

- Strong understanding of accounting and/or bookkeeping processes with a minimum 2 years' experience in a similar role
- Demonstrated payroll experience including award interpretation
- High level computer skills including proficiency in use of Excel, Word and Outlook as well as accounting and payroll software
- Proven multi-tasking, problem solving and time management skills
- Fast and accurate data entry with a strong attention to detail
- Demonstrated ability to self-motivate and use own initiative
- Current Working With Children Check or willingness to obtain

Desirable Criteria

- Qualifications in accounting, bookkeeping or payroll
- Experience in the health care sector
- Experience using Xero