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|  | Position Description |

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| **Position Title:** | | Senior Accountant | | | |
| **Position Number:** | | M14002 | **Cost Centre:** | | M1327 |
| **Site/Facility:** | | Calvary Hospital Kogarah | | | |
| **Department:** | | Finance, Business and Performance | | | |
| **Enterprise Agreement** | | NSW (Non-Declared) Affiliated Health Organisations’ Health Employees Agreement 2019 | | | |
| **Classification:** | | Health Services Manager Level 2 | | | |
| **Reports To:** | | Director of Finance, Business and Performance | | | |
| **Pre-Employment Screening Checks:** | | Yes | | | |
| **Infection Control Risk Category:** | | Category B | | | |
| **Functional Capacity Evaluation required:** | | Yes | | | |
| **Date of Preparation:** | | July 2023 | **Last Updated** | | May 2024 |
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| This is a critical role working with the Director of Finance, Business and Performance to manage the service’s end to end financial processes and to support the whole management team at Calvary in the successful management of financial resources.  The role assists the Director of Finance, Business and Performance with month end and year-end financial processes and works with other key team members of the team to ensure debtors and creditors are managed.  The role provides a high level of customer service to managers including the production of ad hoc financial data analysis to support good decision making. | | | | | |
| Organisational Environment | | | | | |
| Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres.  Calvary continues the mission of the Sisters of the Little Company of Mary, a [mission](https://www.calvarycare.org.au/about/mission-and-values) focused on caring for those who are sick, dying and in need.  We express our values of hospitality, healing, stewardship and respect through “being for others” exemplified by the [Spirit of Calvary](https://www.calvarycare.org.au/about/mission-and-values/) and the example of Venerable [Mary Potter](https://www.calvarycare.org.au/about/heritage/).  As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming, and inclusive where people are supported to draw strengths from their identity, culture, and community. We value the integral dignity of each person, and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.  At Calvary our vision as a Catholic Health, Community and Aged Care provider, is to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve.  Our Services include public and private hospital care, acute and sub-acute care, community care and Retirement and aged care services, in both rural and metropolitan areas.  Calvary Health Care Kogarah (CHCK) provides inpatient, and community based Palliative Care and Rehabilitation and Aged Care services in the public health arena. CHCK operates within South-eastern Sydney Local Health District (SESLHD) | | | | | |
| Accountabilities and Key Result Areas | | | | | |
| ***People and Culture:***   * Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct, and industrial agreements. * Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship, and respect. * Provide a high level of customer service to staff and managers at Calvary Hospital, external vendors, and staff at South-Eastern Sydney Local Health District (SESLHD).   ***Excellence in Service Delivery:***   * Ensure management of end-to-end financial processes for Calvary Healthcare, Kogarah. * Manage month end processes to deadline, including accruals, expenses and revenue processes are completed in line with Australian Accounting Standards and company policy * Ensure year-end processes, including liaison with external auditors and provision of information to the auditors on request. * Ensure production of annual statutory reports as required. * Complete weekly batch payments are strictly prioritized within Calvary’s payment terms, cash available and ensuring that payments to vendors are prioritized to meet day to day operational needs * Ensure aged creditors are managed, reporting issues to the Director of Finance, Business and Performance * Ensure staff reimbursements are prioritized and paid promptly * Health Fund billing for private patients is submitted in a timely way and aged debtors are managed, reporting any issues to the Director of Finance, Business and Performance * Produce fortnightly Health Fund Aged Debtors report, monthly ‘other’ Aged Debtors Report and monthly aged creditors reports for the Director of Finance, Business and Performance and General Manager. Creditors reports will commence following Ezescan go live. * Ensure financial delegations as directed by the General Manager are adhered to and orders are all coded correctly, including yearly blanket orders * Ensure expenses are capitalized within company policy and the appropriate accounting standards * Manage and update Calvary, Kogarah’s internal cash flow weekly providing the report to the Director of Finance, Business and Performance. * With the Director of Finance, Business and Performance ensure the service’s cash flow is always managed so that there is always working capital to meet expenses and payroll, report any issues to the Director of Finance, Business and Performance. * Complete the monthly BAS to the ATO. * Assist the Director of Finance, Business and Performance with the production of month end reports for cost centre managers. * Provide ad hoc financial data to managers on request or at the request of the Director of Finance, Business and Performance, ensuring the data is appropriately presented and analyzed particularly for non-accounting audiences. * Assist Managers with queries about their budgets, offering guidance and support around expenditure priorities and decision making. * Attend budget meetings as required or as delegated. * Assist the Director of Finance, Business and Performance with the formulation of annual Capex and OpEx budgets for the services. * With the Director of Finance, Business and Performance, monitor weekly subsidy payments from SESLHD, ensuring payments comply with the Service Level Agreement with SESLHD. * Escalate significant issues to the Director of Finance, Business and Performance as a priority.   ***Excellence in Service Development:***   * Assist the Director of Finance, Business and Performance with the implementation of new systems and processes, including but not limited to the implementation of new ERP systems, Ezescan and any new systems, policies, or procedures. * With the Director of Finance, Business and Performance, ensure that appropriate internal controls are in place to avoid financial fraud.   ***Wise Stewardship***   * Be a champion and custodian for the service’s financial resources, ensuring financial probity at all times. * Ensure Company policy and Australian Accounting Standards are adhered to. * Deputize for the Director of Finance, Business and Performance as required.   ***WH&S Responsibilities:***  Take reasonable care of your own health and safety and the health and safety of others in the workplace.   * Comply with relevant Calvary WHS policies, procedures, work instructions and requests. * Report to your supervisor any incident or unsafe conditions which come to your attention. * Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet) | | | | | |
| **Internal and external relationships** | | | | | |
| Internal: | * Other members of the Finance, Business and Performance team * Staff and Managers across the service * General Manager * Director of Finance, Business & Performance * National Office | | | | |
| **Position Impact** | | | | | |
| Budget: | No direct budget, but oversight of the whole of service budget | | | | |
| Direct Reports | 2.63 FTE | | | | |
| Selection Criteria | | | | | |
| * Ability to work within the Mission and Values of Calvary Health Care Kogarah * An Accounting Degree recognised in Australia and / or full membership of a recognised Australian Accounting Body or eligibility for full membership and / or significant and demonstrated work experience in an accounting role, with all-round exposure to accounts payable and receivable functions. Prior experience of managing debtors would be highly regarded * Proven experience in supervising the day-to-day work of staff * Excellent and proven communication skills, both written and verbal * Excellent attention to detail and problem-solving skills * Experience of working in teams and with managers at all levels of the organisation * Ability to manipulate and present complex financial data with high level Excel skills and proven experience of using financial ERP systems * Experience working as an Accountant in a public or private hospital In Australia and /or experience working for a not-for-profit company would be highly regarded | | | | | |
| Approvals | | | | | |
| Job Holder’s signature: | | | | Date: | |
| Manager’s signature: | | | | Date: | |