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## SA Health Job Pack

Job Title	Senior Financial Accountant
Job Number	618740
Applications Closing Date	26 May 2017
Region / Division	Department for Health and Ageing
Health Service	Financial Accounting
Location	Port Augusta (Negotiable)
Classification	ASO6
Job Status	Part Time / Term Contract (up to 12 months)
Indicative Total Remuneration*	\$96,599-\$102,467 (pro rata)

## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☐ Child Related Employment Screening - **DCSI**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☒ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

Full name	Judy Pink
Phone number	8842 6501
Email address	<a href="mailto:Judy.Pink@sa.gov.au">Judy.Pink@sa.gov.au</a>

# Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



## ROLE DESCRIPTION

<b>Role Title:</b>	Senior Financial Accountant
<b>Classification Code:</b>	ASO6
<b>LHN/ HN/ SAAS/ DHA:</b>	DHA
<b>Hospital/ Service/ Cluster</b>	
<b>Division:</b>	Finance and Business Services
<b>Department/Section / Unit/ Ward:</b>	Financial Accounting
<b>Role reports to:</b>	Manager Accounting Support
<b>Role Created/ Reviewed Date:</b>	January 2015
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Senior Financial Accountant is accountable to the Manager Accounting Support for:

- > Coordinating preparation of accurate and timely financial reports.
- > Developing and implementing systems that allow compliance with external standards and reporting requirements.
- > Providing financial accounting advice.
- > Undertaking financial processing functions.
- > Developing and maintaining financial policies and procedures.

### Direct Reports:

- >
- > ASO5 Financial Accountant 1 FTE
- > ASO4 Senior Finance Officer 2 FTE
- > ASO3 Finance Officer 1 FTE

### Key Relationships/ Interactions:

#### Internal

- > The Senior Financial Accountant reports to the Manager Accounting Support.
- > Will relate closely with units within the Finance and Corporate Services Division and other divisions within SA Health.

#### External

- > The Senior Accountant will liaise with external auditors in relation to audited financial statements for Health Advisory Councils, Non-controlled entities and Independent Living Units.
- > Shared Services SA.
- > Department of Treasury and Finance.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > New Aged Care Reforms post 1st July 2014.
- > Working within short timeframes.
- > Diversity of work tasks.
- > Conflicting priorities – compliance with month end, year end and project related deadlines.
- > High volume and value of transactions – data matching and consolidation.

**Delegations:**

- > Level 6 HR delegation to approve Attendance and Leave Management.

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

**Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

**General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Information Privacy Principals Instruction – Premier and Cabinet Circular 12.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

### Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

### White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

### Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* (Cth) or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007* (Cth).
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Flexible hours of work may in part be determined by the need to meet legislative and operational production and management deadlines.
- > A current driver's licence is essential.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Deliver a range of professional financial accounting functions for SA Health to ensure compliance with statutory and policy requirements by:	<ul style="list-style-type: none"> <li>&gt; Coordinating and monitoring the delivery of complex financial accounting functions to ensure consistency with SA Health and government accounting standards.</li> <li>&gt; Ensuring the integrity of SA Health financial transactions and processing.</li> <li>&gt; Providing professional financial accounting advice to a range of internal customers.</li> <li>&gt; Providing complex financial documentation, reports and projects briefs as required.</li> <li>&gt; Reviewing systems, work flows, efficiencies and reporting mechanisms.</li> <li>&gt; Contributing to the development and implementation of financial accounting policies and procedures to improve work systems and gain efficiencies.</li> <li>&gt; Coordinating the preparation and presentation of the Country Health's annual financial report.</li> </ul>
Contribute to the efficient and effective financial management of the portfolio by:	<ul style="list-style-type: none"> <li>&gt; Identifying, developing and implementing continuous improvement strategies for Financial Accounting.</li> <li>&gt; Supporting a culture of integration within the Division and across the Portfolio to ensure that information is shared for the benefit of the Portfolio Strategic intent.</li> <li>&gt; Leading and managing project-based work as required.</li> <li>&gt; Providing high level and strategic expertise, advice and support regarding financial accounting processes, procedures and reporting issues.</li> <li>&gt; Providing a range of timely and accurate financial and management reports including: <ul style="list-style-type: none"> <li>o preparing monthly management reports;</li> <li>o providing specific financial information for the preparation of the monthly Management reports; and</li> <li>o preparing a broad range of other documents, reports or submissions as required.</li> </ul> </li> </ul>
Contribute as a senior member of a team to achieve Finance and Business Review Division objectives, by:	<ul style="list-style-type: none"> <li>&gt; Providing direction and support to other team members and undertaking other duties as necessary to meet team objectives.</li> <li>&gt; Mentoring, coaching and supporting the development of other team members.</li> <li>&gt; Delivering on-time and on-budget results.</li> <li>&gt; Championing change management initiatives across SA Health.</li> <li>&gt; Contributing to a work ethos that focuses on the achievement of identified service outcomes.</li> <li>&gt; Contributing to the delivery of the broader functions of the Division by providing input into the development of business plans and operating frameworks.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Tertiary qualification in accounting or a related financial/business management discipline.

#### **Personal Abilities/Aptitudes/Skills:**

- > Proven ability to communicate effectively with a diverse range of people both verbally and in writing, in particular the ability to influence others and prepare written reports with strategic recommendations for executive and management decision-making processes.
- > Proven ability to set and manage priorities, achieve outcomes under significant pressure and operate effectively in a commercially and politically sensitive environment.
- > Demonstrated interpersonal and relationship management skills which facilitate interaction and co-operation with relevant groups and individuals and the ability to resolve conflict.
- > Proven high level analytical capabilities as they apply to finance and the ability to develop and implement operational and strategic solutions.
- > Demonstrated ability to perform as an individual as well as contributing effectively as a senior member of a team, including mentoring and fostering the development of others.

#### **Experience**

- > Significant experience in a financial accounting environment.
- > Significant experience in providing financial advice and support to a range of clients and stakeholders resulting in improved business operations.
- > Experience in leading, mentoring and supporting staff.
- > Experience in interpreting and applying the Australian Accounting Standards and knowledge of public sector financial frameworks, legislation and processes.
- > Successful record in identifying customer needs, developing service strategies and providing quality customer service.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- > Relevant post-graduate qualifications.

#### **Personal Abilities/Aptitudes/Skills:**

- > Sound strategic thinking and proven political astuteness.

#### **Experience**

- > Experience in undertaking finance based project work.

#### **Knowledge**

- > Knowledge of public sector financial frameworks, legislation and processes.
- > An understanding of SA Health, its strategic objectives and the broader SA public service context.
- >

## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Finance and Corporate Services Division:

Finance and Corporate Services role is to develop and integrate the SA Health strategic financial plan to support the achievement of the SA Health Care Plan and guide the delivery of financial services to Local Health Networks, SA Ambulance and Statewide Clinical Support Services. The financial functions across SA Health are provided as an integrated service model, based on all functional activities being integrated into an aligned service that ensures consistency with corporate requirements and provides consistent levels of services across the Portfolio. The integrated finance function is comprised of 2 functional streams, Financial Accounting and Corporate Finance Services, each managed by a Director that is responsible for the delivery of an effective functional strategy and capability across SA Health. The Directors are accountable to the Chief Finance Officer, SA Health.



## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**