

Statement of Duties

Position Title: Senior Finance Officer	Position Number: 510497	Effective Date: March 2021
Group: Finance and Business Support		
Section: Revenue Management	Location: North	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Band 4	Classification: General Stream	
Reports To: Team Leader - Revenue		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Provide high level administrative and financial support to the Team Leader - Revenue and the Private Practice Plan (PPP) members through timely and accurate reporting and payment of funds to participants and the Launceston General Hospital (LGH).

Primarily responsible for the reconciliation of all PPP systems and accounts including revenue, expenditure and distributions.

Provide support and advice to team members and assist with complex processing tasks as required.

Duties:

1. Undertake the processes required to ensure payment of funds to PPP participants is made in a timely and accurate fashion.
2. Undertake the reconciliation of all accounts relating to the invoicing and payment of patient accounts and doctor payments through the various billing systems and Finance One.
3. Liaise with medical staff, management and employees in relation to queries about the PPP and undertake projects and investigations in PPP related matters as required.
4. Assist the Team Leader - Revenue to obtain relevant reports and data on the PPP by developing and generating reports and analysing data.
5. Provide high level advice and support in the use of spreadsheets and database software to generate accurate information utilised for the payment of funds to PPP members.
6. Assist in the development and implementation of policies and procedures consistent with the Department's PPP revenue and other generated hospital revenue.
7. Assist with the administrative and human resource functions of the team and supervise staff as required.
8. Undertake data entry and cashier functions as required.

9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

The Senior Finance Officer works under the guidance of the Team Leader - Revenue and will utilise a significant degree of independence and autonomy in determining priorities and procedures, meeting deadlines and responsibilities. The occupant of this role will:

- Maintain a high degree of competency/knowledge in financial accounting and contemporary public sector financial management.
- Manage and facilitate the accurate, efficient, and effective processing of the PPP data with limited supervision, being highly organised and able to multitask and works well under pressure.
- Provide advice and analysis to the Revenue Management Team as required, working collaboratively to maximise the revenue of the PPP for the use of members and the LGH, including attending meetings and making recommendations where appropriate.
- Exercise good communication skills in the handling of complex and confidential matters requiring initiative, discretion and judgement.
- Supervise staff and assist with team administrative functions as required.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Desirable Requirements:

- An accounting qualification from a recognised tertiary institution.

Selection Criteria:

1. Demonstrated operational knowledge of financial instructions, legislation and accounting procedures and policies for accounts receivable processing, and the ability to reconcile both general ledger and clearing accounts.
2. Comprehensive understanding, or the ability to quickly gain a comprehensive understanding, of the legislative requirements of the Private Practice Plan, including the ability to interpret agreements and apply them in a practical environment and update/comply with the terms of the agreements as required.
3. High level computer skills with extensive knowledge of, and competency in the use of, Microsoft Word, Excel, database packages and computerised financial information systems.
4. Demonstrated ability to work independently with initiative and decision making skills under limited supervision, together with the ability to organise, set priorities, meet deadlines and deal with a number of tasks concurrently within a demanding environment.
5. Demonstrated high level communication and interpersonal skills including negotiation and conflict resolution skills with the ability to interact and liaise with staff at all levels.
6. Proven ability to interpret and implement policies with the capacity to analyse problems through investigation.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.