

Position Description

Position Title	<i>Finance Officer</i>
Reports To	Finance and Procurement Manager
Business Unit	Corporate Services

About EMPHN

With our partners, we will facilitate health system improvement for people in eastern and north eastern Melbourne. In doing this, our five key strategic priorities are:

1. **Addressing health gaps and inequalities**
2. **Enhancing primary care**
3. **Leveraging digital health, data and technology**
4. **Working in partnership to enable an integrated service system**
5. **A high performing organisation**

Our organisational values underpin the work we do.



Purpose of Position

The Finance Officer reports to the Finance and Procurement Manager and ensures on time and accurate processing of all accounts payable and accounts receivable for EMPHN. The incumbent will ensure the provision of accurate and timely processing of all accounts for the organisation and will support employees, managers and the Finance team to have access to relevant accounts and contract related information as required. The incumbent will deliver on improvement projects and will ensure continuous improvement in processes, policies and systems to improve the finance and accounts function as required.

Key Relationships and Stakeholders

Internal

- Finance, Facilities and Procurement Team
- Executive Leadership Team
- Leaders across the organisation
- EMPHN employees and contractors

External

- ATO and relevant Financial Organisations
- Government Departments
- Regulatory Bodies
- Consultants and Auditors

Key Accountabilities

Financial Operations and Reporting

- Effectively process all accounts payable and receivable requirements in full and on time as required, across EMPHN.
- Ensure bank reconciliation processing is effectively delivered to the relevant person for approval.
- Review and manage invoices so as to enable the effective management of relevant contracts.
- Assist the contract management and contract accounting processes.
- Ensure effective records management and financial administration is maintained for EMPHN.
- Effective input and maintenance of data and system administration (eg: Magiq/Attache/CLM) for EMPHN.
- Effective maintenance of EMPHN's Chart of Accounts as required by the finance department.
- Collate relevant data and process the information required to complete the FBT return for review prior to submission.
- Ensure the monthly BAS is processed in full and on time, in draft for approval prior to submission.
- Ensure accurate month end and year end bank reconciliations are completed in full as required by the Finance team.

Position Description

- Ensure effective review of bank reconciliations prior to final approval by the Manager.
- Effectively maintain the master track changes process across the organisation.
- Ensure accurate input into the control framework for the organisation.
- Effective input into accounting, budgeting and financial planning reporting systems as required by the Finance unit.
- Ensure accurate input into Board and AGM reporting for month/year end and financial review process.
- Ad-hoc functional reports and query management as required by relevant team members, managers and employees.
- Provide support to the Payroll Officer and Administration whilst on leave or as ad-hoc support is required.

Audit, Compliance and Continuous Improvement

- Effectively prepare for and contribute to the preliminary audit planning for the organisation.
- Relevant accounts and financial input, as required, to the internal audit process for the organisation.
- Accurate input into the audited financial provider statement, as required by the Finance unit.
- Effective input of the external audit process and ISO audit for the organization, as required by the Finance unit.
- Input into the DOH reporting process and acquittals as required by the Finance unit.
- Manage compliance with legislative, regulatory and funding body requirements relating to accounts management.
- Identify opportunities for innovation and continuous improvement to strengthen EMPHN's delivery.

Organisational Leadership

- Model a proactive, practical and positive approach to health, safety, wellbeing and environment.
- Ensure personal performance and behaviours embrace safety, equity, diversity and inclusion.
- Enhance EMPHN's culture through behaviours consistent with EMPHN's values and enable a culture of high performance.
- Deliver on business priorities, organisational and operational goals in an innovative manner.
- Ensure appropriate risks are identified and managed in accordance with EMPHN policies and procedures.

Stakeholder Engagement & Relationship Management

- Provide advice and support to the employees and leaders on areas of functional expertise.
- Engage relevant managers on accounts related issues relating to their Units.
- Ensure engagement across EMPHN as a subject matter expert in accounts payable and receivable across EMPHN.
- Attend team meetings and collaborate on relevant information as required.
- Ensure effective and strong relationships with internal stakeholders, auditors, and other relevant organisations in a manner consistent with EMPHN values to meet EMPHN strategic goals.
- Promote a positive image the organisation and positively contribute to the identity and reputation of EMPHN.

Qualifications

- Certificate IV/Diploma in payroll management, accounts or related discipline.
- Preferred but not essential: Tertiary qualification in finance or business or related discipline.

Knowledge, Skills and Experience

- 7+ years' experience in an accounts related functional role in a government funded organisation.
- High-level accounts processing skills and detailed understanding of finance report processing.
- Ability to build and maintain strong working relationships with the finance and other related team(s).
- Strong time management skills and ability to work under pressure to meet processing deadlines.
- Strong processing, analytical and problem solving skills.
- Strong verbal and written communication skills with the ability to express clearly and effectively.
- Ability to be agile and flexible in approach to work with a continuous improvement mindset.

Approval and Review

Approved By:	James Scott	Date:	15/12/20
Signature:			
Next Review Date:			