



HSS Registered

Finance Officer
WA Health - HSUWA - PACTS Industrial Agreement: HSO Level G3
Position Number: 115445
Operations, Finance and Performance
Rockingham Peel Group

Reporting Relationships

Director Corporate Operations, Finance and Performance
 HSO G-11
 113823



Business Manager
 HSO G-9
 113822



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		

Also reporting to this supervisor:

- Business Analyst; HSO G-6; 2FTE
- Private Patient Liaison Coordinator; HSO G-4; 1FTE



Key Responsibilities

Responsible for processing all accounting transactions for banking, maintaining and paying of petty cash, and maintaining accounts payable and receivable processes as directed by the Business Manager. Responsible for providing quality customer services for patients, the public and Rockingham Peel Group staff in accordance with all relevant policies and standards.

Brief Summary of Duties (in order of importance)

1. Health Information Management

- 1.1 Perform Cashier functions including on-site payments, reconciliation of cash, reimbursement of petty cash, advances, recoups and claims, reconciliation and banking preparation.
- 1.2 Attends to patient and public inquiries, liaise with the Department of Health, health funds, insurance companies, solicitors, the Public Trustee, hospital staff and other third parties.
- 1.3 Performs all on-site liaison type functions including receipting, withdrawals, payments and maintaining ledgers for all patients' private monies including account reconciliation, receiving and receipting all maintenance payments and raising inpatient fees.
- 1.4 Processing orders and invoices on the iProcurement system, audit and reconciliation of various invoices.
- 1.5 Receipting of all funds.
- 1.6 Maintain awareness of relevant trends and issues concerning the deliverables of the position and the team.
- 1.7 Participating in quality improvement, audit and assurance activities.

2. SMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Experience in financial or accounts management.
2. Demonstrated problem solving skills.
3. Demonstrated high level of interpersonal, verbal and written communication skills with the ability to liaise effectively with patients and all levels of staff.
4. Ability to work with minimal supervision and the ability to organise work schedules and meet deadlines.
5. Sound computer literacy skills with experience in the use of software applications including Microsoft Excel, Microsoft Word and Oracle.

Desirable Selection Criteria

1. Knowledge and understanding of Medicare and private health fund billing compliance requirements.
2. Experience in a health service environment
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity check
- Successful Pre-Employment Health Assessment

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager / Supervisor Name	Signature or	HE Number	Date
Dept. / Division Head Name	Signature or	HE Number	Date

Dept. / Division Head Name	Signature or	HE Number	Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HCN Registration Details (to be completed by HCN)

Created on	Last Updated on
April 2017	He131744 8/5/17