

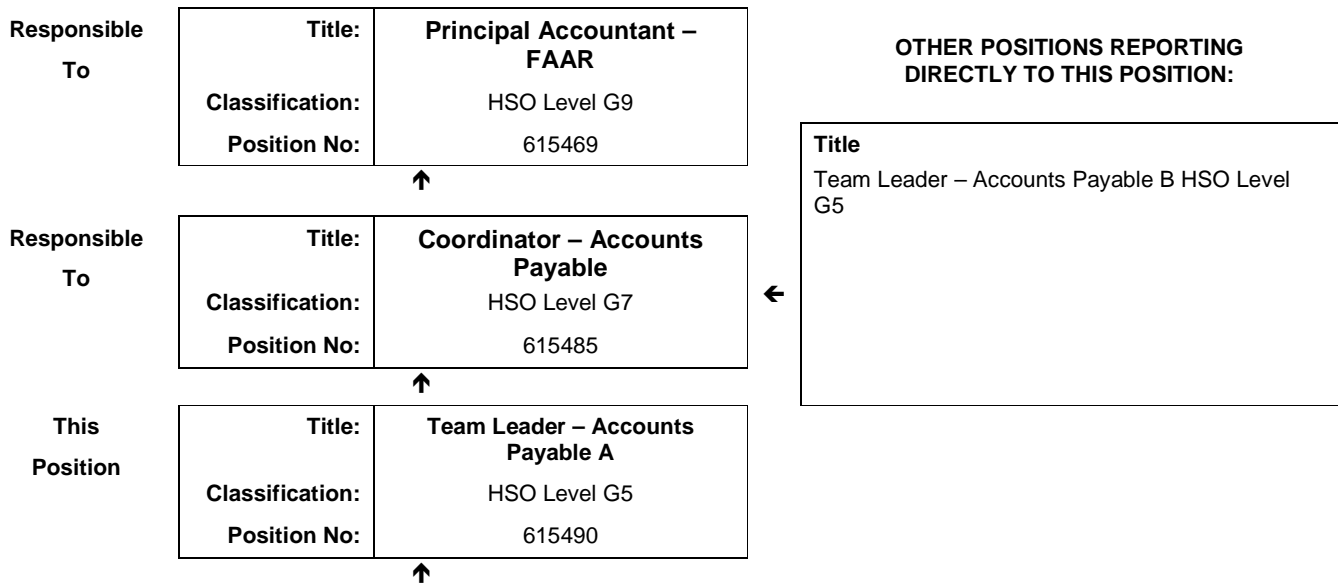


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICES		Position No:	615490
Division:	Central Office	Title:	Team Leader – Accounts Payable A
Branch:	Business Services	Classification:	HSO Level G5
Section:	Finance	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:			← Other positions under control:	
Position No.	Title	Level	Category	Number
615495	8 x Accounts Payable Officer	HSO Level 3		

Section 3 – KEY RESPONSIBILITIES

Assists the Coordinator – Accounts Payable with the operation of the Accounts Payable transactional services team.

WA Country Health Service – Central Office
17 August 2017
REGISTERED

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		CLASSIFICATION	HSO Level G5



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.



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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	SUPERVISION		
1.1	Supervises the team by providing support, direction and training on relevant systems and tools.		
1.2	Support performance development activities for staff within the team.		
1.3	Monitor workflow and contact management systems and deploy team resources to maintain service levels as required.		
2.0	ACCOUNTS PAYABLE SERVICES		
2.1	Responsible for the provision of Accounts Payable services to the organisation.		
2.2	Liaises with all stakeholders at all levels as and where required on topics relating to the Accounts Payable Process.		
2.3	Assists in implementing plans and systems to support the achievement of Organisational obligations and objectives.		
2.4	Implements quality improvement and performance management activities as developed by management.		
2.5	Assists with implementing strategies to support quality and service improvements.		
2.6	Maintains a focus on service delivery including regional liaison management, system improvements and quality assurance and improvement.		
2.7	Participates in project teams to deliver improved services and systems.		
2.8	Investigates and responds to complex payment issues and enquiries as required.		
2.9	Undertakes compliance and validation activities.		
2.10	Monitors quality control and audit checks and initiates corrective action.		
2.11	Performs other duties as required.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated team supervision skills and the ability to work effectively in a team environment.
2. Extensive accounts payable experience within a large and complex organisation.
3. Robust communication and interpersonal skills in a supplier stakeholder environment.
4. Well-developed planning, analytical, problem solving and organisation skills.
5. Demonstrated initiative in implementing new procedures and work practices.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

DESIRABLE

1. Experience in a health service support function.
2. Experience using Oracle 11
3. Intermediate Excel

Section 6 – APPOINTMENT FACTORS

Location	Bunbury	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance 		
Specialised equipment operated			

Section 7 – CERTIFICATION

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

Signature and Date: _____
Executive Director Business Services

Signature and Date: _____
Chief Executive

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

