



**HSS Registered**

**Policy and Statutory Reporting Officer**  
**Health Salaried Officers Agreement: HSO Level G6**  
**Position Number: 115450**  
**Finance**  
**South Metropolitan Health Service**

**Reporting Relationships**

Director Finance SMHS  
 HSO G12  
 Position Number: 000085



Manager Corporate Finance  
 HSO G10  
 Position Number: 115328



**This Position**



Directly reporting to this position:

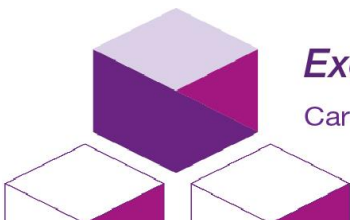
Title	Classification	FTE
Nil		

← Also reporting to this supervisor:

- Senior Business Analyst, Revenue & Receivables, HSO 8, 1.0 FTE
- Business Analyst, Financial Policy, Risk & Compliance, HSO 7, 1.0 FTE

**Key Responsibilities**

Provides advice and support to South Metropolitan Health Service (SMHS) business units on matters relating to Financial Policy and Compliance. Assists with the development and provision of policy advice at a strategic level in respect to financial policy issues for SMHS. Assists with the preparation of documentation required for SMHS to meet its statutory reporting requirements. Assists in the delivery of the Policy and Statutory Reporting Team’s services as required by SMHS Executive.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## Brief Summary of Duties (in order of importance)

### 1. Statutory Reporting

- 1.1 Assists with the preparation of the planning schedule for SMHS annual reporting process.
- 1.2 Assists with the preparation of working papers, supporting and other documentation for SMHS annual reporting process.
- 1.3 Assists with the preparation of periodic financial reports.
- 1.4 Reviews and checks information sourced from SMHS business units to satisfy statutory compliance requirements.
- 1.5 Assists with the preparation of responses to Audit queries, and assists with the preparation of responses to Audit on issues relating to the annual financial statements.
- 1.6 Provides guidance and support to SMHS business units in addressing audit requests/ and activities.
- 1.7 Assists with the design, development and delivery of accounting training to SMHS staff.
- 1.8 Adheres to procedures, standards and systems that support and promote best practice in the provision of services, while ensuring all legislative and WA Health requirements are met.

### 2. Policy & Business Support

- 2.1 Assists with monitoring developments in accounting policy generally in the Public Sector, and integrating developments within SMHS.
- 2.2 Assists in the development of accounting policy through research and analysis of the impact of proposed policy and supports the SMHS implementation of such policies.
- 2.3 Assists with the provision of an advisory service to clients and the Branch on various legislative Acts including the Financial Management Act.
- 2.4 Assists with the provision of accurate and timely information to the Finance team, Chief Finance Officer and other SMHS stakeholders on the financial requirements issued by the Branch.
- 2.5 Provides advice to the Finance team and other SMHS stakeholders regarding financial reporting requirements.
- 2.6 Assists with the provision of advice on the effect of accounting standards on SMHS reporting and operations.
- 2.7 Participates in project activities as directed.
- 2.8 Provides advice and operational support to South Metropolitan Health Service (SMHS) business units on matters relating to Financial Policy, Risk and Compliance.

### 3. Other

- 3.1 Builds and establishes effective working and communication relationships with other internal and external clients and stakeholders.
- 3.2 Represents the business unit/SMHS as require on committees and working groups.
- 3.3 Provides input into the development of business plans and strategies.

### 4. SMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 5. Undertakes other duties as directed

## Work Related Requirements

### Essential Selection Criteria

1. Experience in the use of accrual accounting, the management of financial databases and good knowledge of accrual financial reporting process.
2. Developed interpersonal, verbal and written communication skills.
3. Sound knowledge of Accounting Standards, Statements of Accounting Concepts and Accrual Accounting.
4. High level computer skills with demonstrated experience with using Microsoft Office products.
5. Developed problem solving skills including conceptual and analytical ability.
6. Knowledge of the legislation relating to the responsibilities of the position.

### Desirable Selection Criteria

1. Relevant Tertiary qualifications and membership of professional accounting association.
2. 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.

<b>Giulia Orsi</b>		<b>HE74812</b>	<b>03 Apr 2017</b>
<b>Manager / Supervisor Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Diana Carlsson</b>		<b>HE00156</b>	<b>03 Apr 2017</b>
<b>Dept. / Division Head Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>

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

<b>Occupant Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b>			

**HSS Registration Details** (to be completed by HSS)

<b>Created on</b>	<b>June 2017</b>	<b>Last Updated on</b>	<b>8/01/2018 HE126698</b>
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