



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICES		Position No:	615489
Division:	Central Office	Title:	Coordinator – General Ledger B
Branch:	Business Services	Classification:	HSO Level G7
Section:	Finance	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table><tr><td>Title:</td><td>Manager Financial Accounting, Analysis and Reporting</td></tr><tr><td>Classification:</td><td>HSO Level G10</td></tr><tr><td>Position No:</td><td>615465</td></tr></table>	Title:	Manager Financial Accounting, Analysis and Reporting	Classification:	HSO Level G10	Position No:	615465	<div>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</div> <table><tr><td>Title</td></tr><tr><td>Coordinator – General Ledger A HSO Level G7</td></tr><tr><td>Coordinator – Accounts Payable HSO Level G7</td></tr></table>	Title	Coordinator – General Ledger A HSO Level G7	Coordinator – Accounts Payable HSO Level G7
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Positions under direct supervision:			← Other positions under control:	
Position No.	Title		Category	Number
615503	Senior – General Ledger Officer	Level 5		
615500	4 X General Ledger Officer	Level 4		

Section 3 – KEY RESPONSIBILITIES

Assists the Principal Accountant – Financial Accounting, Analysis and Reporting with coordinating the delivery of general ledger, financial accounting, and advisory services to WACHS business stakeholders in an effective and timely manner.

The position also assists with the operations of the General Ledger team, especially in the day to day management of workloads and staff.

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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	LEADERSHIP		
1.1	Ensures that the team's mandatory obligations are met, its compliance with relevant legislation, and those activities are consistent with established policy and processes.		
1.2	Maintains an awareness of relevant trends, legislative requirements, accounting policies and standards, and other issues concerning the deliverables of the team and workgroup.		
1.3	Assists with the coordination of the team's development programs and training to ensure that staff are developed to meet business objectives and to enhance employee professional development.		
1.4	Develops and maintains collaborative working relationships with all stakeholders to ensure business processes and activities are consistent with organisational objectives and direction.		
2.0	FINANCIAL REPORTING AND GENERAL LEDGER		
2.1	Provides financial accounting services including accounting policy advice, General Ledger management and reconciliations, and cash management services.		
2.2	Provides advice to WACHS stakeholders on complex general ledger operations and accounting issues.		
2.3	Responsible to the Principal Accountant – Financial Accounting, Analysis and Reporting for the day-to-day accounting of all accounts on the face of the Income Statement and related Balance Sheet items.		
2.4	Assists the Principal Accountant – Financial Accounting, Analysis and Reporting with the month and year end reporting process, including review and quality control, prior to the release of reports.		
2.5	Assists the Principal Accountant – Financial Accounting, Analysis and Reporting with the management of general ledger stream resources, including staff, budget and cost information to ensure that services are delivered to meet organisational goals and objectives.		
3.0	COMPLIANCE AND CONTROL		
3.1	Maintains controls that ensure organisational finance activities comply with the Financial Management Act 2006, Treasurer's Instructions, the Health Financial Management Manual and other relevant legislation, policies and directives enacted and in force from time to time		
3.2	Assists in the development, implementation and maintenance of effective accrual accounting policies, controls, procedures and reports to support health reform initiatives and sound financial management practices.		
3.3	Maintaining appropriate financial risk management practices, including internal controls, so as to minimise unexpected adverse financial events or non-compliance with legislative and policy requirements.		
4.0	OTHER		
4.1	Undertakes or coordinates projects or other work in line with key responsibilities as directed by the Manager Financial Accounting, Analysis and Reporting, or the Director Financial Services.		
4.2	Deputises for the Principal Accountant – Financial accounting, Business analysis and Reporting where required when the incumbent is absent from duty due to leave or operational requirements.		

	<p>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.</p>		
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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Well-developed knowledge of contemporary accounting practices and standards including sound experience in the preparation of budgets, financial statements and management reports using large, integrated computerised financial systems.
2. Established experience in the implementation and maintenance of financial policy and systems of internal controls.
3. Advanced skills in the use of database and spreadsheet programs for analysis and reporting purposes.
4. Well-developed leadership, negotiation and interpersonal skills including the ability to work both independently and in a team environment.
5. Demonstrated interpersonal, written and oral communication skills.
6. Well-developed conceptual, analytical, problem-solving, planning and organisational skills.
7. Experience in the management of a team in achieving organisational goals and outcomes.
8. Current knowledge of legislative obligations in the areas of equal opportunity, disability services and occupational safety and health, and an understanding of how these impact on employment and service delivery.

DESIRABLE

1. Possession of, or progress towards, a tertiary qualification in the areas of accounting, management, business or equivalent.
2. Eligibility for membership of a recognised professional accounting or related body.
3. Knowledge of legislation relating to financial management in the public sector.

Section 6 – APPOINTMENT FACTORS

Location	Perth	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

