



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

|                                   |                   |                        |                                   |
|-----------------------------------|-------------------|------------------------|-----------------------------------|
| <b>WA COUNTRY HEALTH SERVICES</b> |                   | <b>Position No:</b>    | 615499                            |
| <b>Division:</b>                  | Central Office    | <b>Title:</b>          | <b>General Ledger Officer A</b>   |
| <b>Branch:</b>                    | Business Services | <b>Classification:</b> | HSO Level G4                      |
| <b>Section:</b>                   | Finance           | <b>Award/Agreement</b> | Health Salaried Officer Agreement |

### Section 2 – POSITION RELATIONSHIPS

|                       |   |  |
|-----------------------|---|--|
| <b>Responsible To</b> | <b>Title:</b> Principal Accountant – FAAR<br><b>Classification:</b> HSO Level G9<br><b>Position No:</b> 615469    | <b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b><br><br><b>Title</b><br>Senior General Ledger Officer A1 HSO Level G5<br>Senior General Ledger Officer A2 HSO Level G5<br>General Ledger Officer A HSO Level G4 2.5 |
| <b>Responsible To</b> | <b>Title:</b> Coordinator – General Ledger A<br><b>Classification:</b> HSO Level G7<br><b>Position No:</b> 615488 |  |
| <b>This Position</b>  | <b>Title:</b> General Ledger Officer A<br><b>Classification:</b> HSO Level G4<br><b>Position No:</b> 615499       |  |

|  |   |
|--|---|
| <b>Positions under direct supervision:</b> | <b>← Other positions under control:</b> |
| Position No.                      Title    | Category                      Number    |

### Section 3 – KEY RESPONSIBILITIES

To support the provision of WACHS General Ledger (GL) services, including manual reconciliation of accounts, participation in activities related to closing financial periods, and monthly and annual close-off procedures.

WA Country Health Service – Central Office  
17 August 2017  
**REGISTERED**

|       |                          |                |              |
|-------|--------------------------|----------------|--------------|
| TITLE | General Ledger Officer A | POSITION NO    | 615499       |
|       |                          | CLASSIFICATION | HSO Level G4 |



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.

|              |                                 |                       |              |
|--------------|---------------------------------|-----------------------|--------------|
| <b>TITLE</b> | <b>General Ledger Officer A</b> | <b>POSITION NO</b>    | 615499       |
|              |                                 | <b>CLASSIFICATION</b> | HSO Level G4 |

#### Section 4 – STATEMENT OF DUTIES

| <b>Duty No.</b> | <b>Details</b>  | <b>Freq.</b> | <b>%</b> |
|-----------------|---|--------------|----------|
| <b>1.0</b>      | <b>GENERAL LEDGER MANAGEMENT</b>  |              |          |
| 1.1             | Supports the administration of the General Ledger and the provision of advice to clients, consistent with Service Level agreements.   |              |          |
| 1.2             | Reconciles accounts, sub- ledgers and interface transactions.   |              |          |
| 1.3             | Consolidates financial information, and assists in closing off sub- ledgers, and confirms the integrity of accounting data.   |              |          |
| 1.4             | Participates in activities required for finalising the closing of the financial period for end of month and year.   |              |          |
| 1.5             | Maintains records for requests and testing of accrual, allocation and amortisation rules.   |              |          |
| 1.6             | Processes adjustment, accrual, and distribution/allocation journals.  |              |          |
| 1.7             | Advises on client adjustments and journal entries and processing of altered accounts.   |              |          |
| 1.8             | Performs other duties as required.  |              |          |
| <b>2.0</b>      | <b>COMPLIANCE AND CONTROL</b>   |              |          |
| 2.1             | Participates in the maintenance of 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  |              |          |
| <b>3.0</b>      | <b>OTHER</b>  |              |          |
| 3.1             | Participates in projects or other work in line with key responsibilities as directed by the positions' line management  |              |          |
|                 | 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. 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. Relevant experience in a large complex computerised General Ledger and Chart of Accounts or equivalent financial systems environment, including spreadsheet software.
3. Knowledge of relevant accounting principles and practices in relation to General Ledger and Chart of Accounts.
4. Developed communication and interpersonal skills.
5. Developed conceptual and analytical skills including initiative.
6. Developed planning and organisation skills.

### DESIRABLE

1. Experience in public sector finance and accounting
2. Knowledge of legislation relating to financial management in the public sector.

## Section 6 – APPOINTMENT FACTORS

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

## 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 |
|------|-----------|----------------|-------------|
|      |           |                |             |
|      |           |                |             |
|      |           |                |             |

