

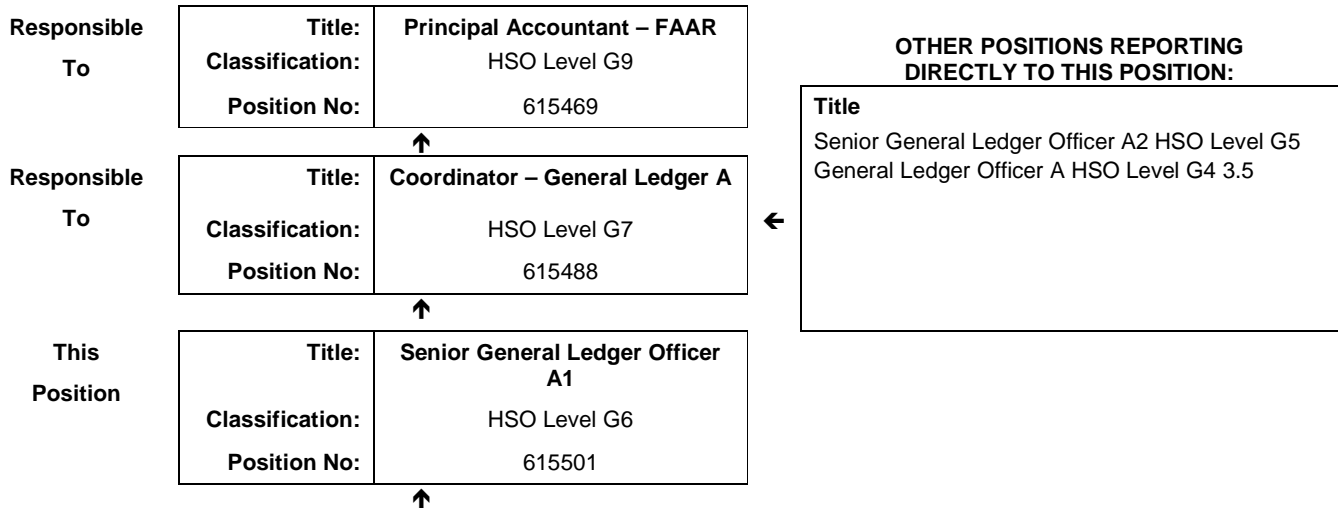


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

| | | | |
|-----------------------------------|-------------------|------------------------|---|
| WA COUNTRY HEALTH SERVICES | | Position No: | 615501 |
| Division: | Central Office | Title: | Senior General Ledger Officer A1 |
| Branch: | Business Services | Classification: | HSO Level G6 |
| Section: | Finance | Award/Agreement | Health Salaried Officer Agreement |

Section 2 – POSITION RELATIONSHIPS



| Positions under direct supervision: | ← Other positions under control: | | | | | | | | |
|--|---|-------|--|--|---|----------|--------|--|--|
| <table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> | Position No. | Title | | | <table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> | Category | Number | | |
| Position No. | Title | | | | | | | | |
| | | | | | | | | | |
| Category | Number | | | | | | | | |
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Section 3 – KEY RESPONSIBILITIES

Provides specialist advice to the Coordinator – General Ledger A with the delivery of general ledger, financial accounting, and advisory services to WACHS business stakeholders in an effective and timely manner, on matters and assignments which are technically difficult in nature.

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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 | FINANCIAL ACCOUNTING | | |
| 1.1 | Maintains an awareness of relevant trends, legislative requirements, accounting policies and standards, and other issues concerning the deliverables of the team and workgroup. | | |
| 1.2 | Engages in training and development initiatives and programs to enhance professional development. | | |
| 1.3 | Participates in quality improvement and performance management activities. | | |
| 1.4 | Ensures a quality General Ledger financial accounting and advisory service is provided to business stakeholders | | |
| 1.5 | Provides specialist advice to the Coordinator – General Ledger with maintaining the general ledger | | |
| 1.6 | Provides input into the development and review of processes and procedures in matters related to General Ledger management | | |
| 2.0 | GENERAL LEDGER MANAGEMENT | | |
| 2.1 | Engages in technically difficult General Ledger processes as directed by the Coordinator – General Ledger. | | |
| 2.2 | Assists the Coordinator – General Ledger A with the month and year end reporting process, including journal accruals and adjustments, and FTE adjustments. | | |
| 2.3 | Establishes, tests, and maintains rules for accrual, allocation and amortisation for use within the organisation, with approval from the positions line management. | | |
| 2.5 | Coordinates the iProcurement change request assessment function ensuring that the quality, viability, and validity of all iProcurement change requests from WACHS stakeholders are acceptable for review and approval by WACHS information custodians. | | |
| 3.0 | COMPLIANCE AND CONTROL | | |
| 3.1 | Assists 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 | | |
| 3.2 | Provides significant input 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 | Ensures appropriate financial risk management practices, including internal controls, so as to minimise unexpected adverse financial events or non-compliance with legislative and policy requirements. | | |
| 3.4 | Assists in the preparation of statutory and other obligatory deliverables such as the annual FBT, Staff PAYG, Unclaimed monies, and Quarterly Organisational PAYG statement. | | |
| 4.0 | OTHER | | |
| 4.1 | Undertakes or coordinates projects or other work in line with key responsibilities as directed by the positions' line management | | |
| 4.2 | Deputises for the Coordinator – General Ledger where required when the incumbent is absent from duty due to leave or operational requirements. | | |

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| | 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. 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. 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. Developed negotiation and interpersonal skills including the ability to work both independently and in a team environment.
5. Established interpersonal, written and oral communication skills.
6. Well-developed conceptual, analytical, problem-solving, planning and organisational skills.

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

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|---|---|----------------------|---|
| 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 |
|------|-----------|----------------|-------------|
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