

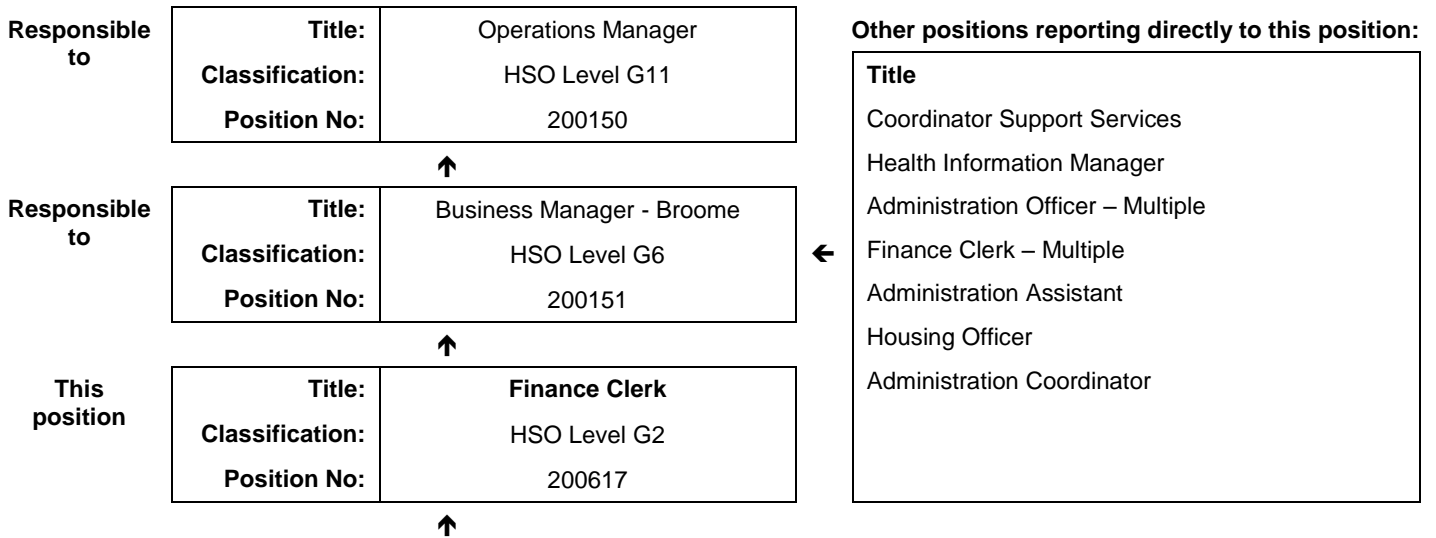


JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

		Position No:	200617
Division:	Kimberley	Title:	Finance Clerk
Branch:	Broome Health Service	Classification:	HSO Level G2
Section:	Executive	Award/Agreement:	Health Salaried Officers Agreement

Section 2 - POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Position No</td> <td style="width: 50%; text-align: center;">Title</td> </tr> </table>	Position No	Title	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">Category</td> <td style="width: 40%; text-align: center;">Number</td> </tr> </table>	Category	Number
Position No	Title				
Category	Number				

Section 3 - KEY RESPONSIBILITIES

Performs as part of the Administration team in the provision of effective and efficient accounts and administrative services at Broome Regional Health Campus.

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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 the experience of health 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.

WA Country Health Service

04 February 2019

REGISTERED

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Section 4 - STATEMENT OF DUTIES

Duty No	Details	Freq	%
1	ACCOUNTS PAYABLE AND RECEIVABLE		85
1.1	Checks invoices and claims for payment to ensure compliant with legislation and policy requirements, including Delegation of Authority and escalates as appropriate.		
1.2	Utilises Chart of Accounts, Oracle and relevant systems, liaising with managers to attach cost centre and account coding to invoices.		
1.3	Coordinates batches by preparing invoices and claims for payment, incurring and central data entry.		
1.4	Conducts account queries utilising Oracle, relevant systems, and the central accounts payable function liaising with vendors and staff as required.		
1.5	Reconciliation of vendor statements.		
1.6	Reconciles petty cash, meal tickets, cash floats, EFTPOS and other monies in accordance with WA Health Financial Management Manual.		
1.7	Receipts and banks all cheques and monies received.		
1.8	Determines staff air-conditioning subsidy entitlements, calculates reimbursements and maintains records of staff entitlements.		
1.9	Liaises with managers and personnel in determining Annual Leave Travel Concession entitlements and calculating reimbursement payment amounts.		
1.1	Liaises with relevant staff and the central finance team in preparation for Debtors.		
1.11	Maintains files for all account-related records as per the Financial Management Act and Records Retention and Disposal Schedule.		
2	PERFORMANCE MANAGEMENT		5
2.1	Participate in the WACHS mandatory training and any training as relevant to the position.		
2.2	Participates in performance management processes and quality improvement initiatives.		
2.3	Complies with policies, practices and relevant legislation (eg equal opportunity, occupational safety and health).		
3	OTHER		10
3.1	Updates and maintains up to date desktop procedure manual.		
3.2	Other duties as directed by line manager or their delegate.		
3.3	Training staff, including relief staff when required.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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.

WA Country Health Service

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Section 5 - SELECTION CRITERIA

ESSENTIAL:

1. Experience in performing finance related administrative tasks.
2. Sound computer skills, with experience using Microsoft Office suite of software.
3. High level verbal, written and interpersonal communication skills.
4. Proven ability to effectively plan workload and work on multiple tasks concurrently.
5. Demonstrated experience working in a team environment.

DESIRABLE:

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
2. Previous financial experience within the health industry.
3. Previous experience in a cross-cultural environment.

Section 6 - APPOINTMENT FACTORS

Location	Broome	Accommodation	As per WACHS Kimberley policy
Appointment/ Allowances Conditions	<p>Appointment is subject to:</p> <ul style="list-style-type: none"> • This position is subject to a successful Criminal Record Screening • Completion of a 100 point identification check • Successful Pre-Placement Health Screening clearance <p>Allowances include:</p> <ul style="list-style-type: none"> • District Allowance as applicable • Annual Leave Travel Concession as applicable • Air-conditioning Subsidy as applicable • Additional week Northwest Leave 		
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: ____/____/____

**Operations Manager
Broome Health Service**

Signature and Date: ____/____/____

**Regional Director
WACHS Kimberley**

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

