



Position Title: Finance Systems Officer

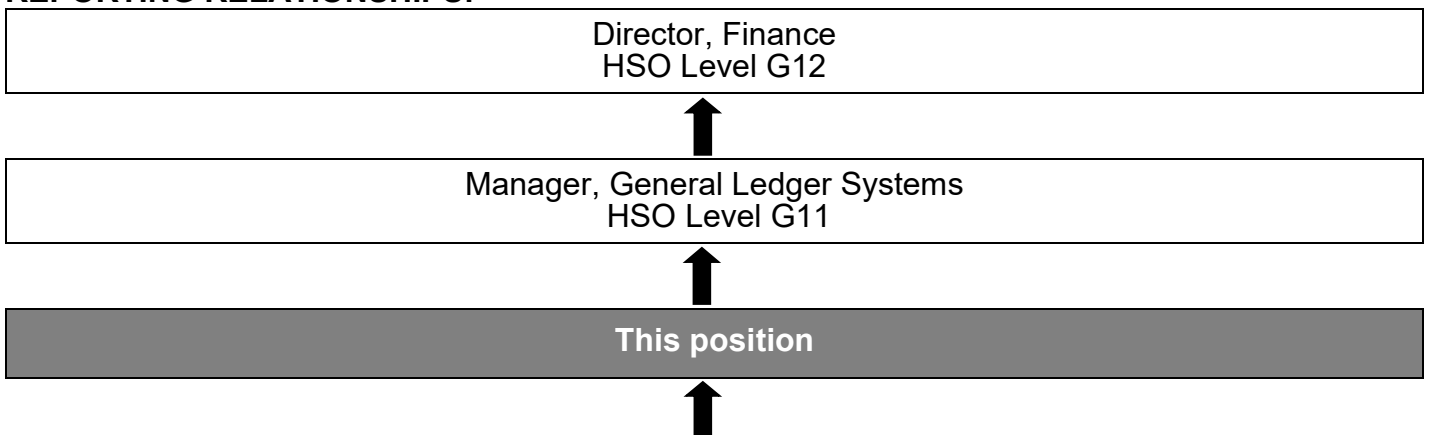
Classification	HSO Level G6
Employment Instrument	Health Salaried Officers Agreement
Organisation	Health Support Services
Business Unit	Finance and Operations
Function	Finance
Location	Perth Metropolitan Area

KEY ROLE STATEMENT

As part of the Health Support Services (HSS) Finance and Operations Business Unit, the Finance Systems Officer:

- Facilitates and performs processes within the Finance Systems
- Uses a consultative approach to maximise the utilisation of existing systems.
- Contributes to the identification continuous opportunities of financial management and technology products for use in WA Health, to assist current and future financial business requirements.
- Extracts Financial performance information, assist in the analysis that support future business requirements and efficiencies where technology may act as an enabler.

REPORTING RELATIONSHIPS:



Directly reporting to this position:

Title	Classification	FTE
No direct reports		

ORGANISATIONAL CONTEXT:

Health Support Services (HSS) is the shared service centre for the WA public health system. We provide a suite of services to more than 55,000 employees across WA's public health services and hospitals. Our services include:

- Information, communication and technology services (ICT)
- Procurement and supply
- Workforce services, including payroll, recruitment and appointment, NurseWest and workforce data
- Financial services
- Delivery of customer-driven programs and projects

Our vision is to provide great services to our customers, be known as a valued partner, and support the health of all Western Australians. We seek to achieve this by delivering on our purpose of supporting our customers to provide excellent health care.

Whether you work in our corporate offices, at our customer sites, or out at our warehouses – collectively, our focus is on providing simple, reliable, responsive and sustainable services.

We are a workforce of over 1,400 innovative, dedicated and enthusiastic people. We embrace diversity and believe that our best services come from a workplace where varied perspectives and experiences are welcomed and encouraged.

We are undergoing a major business transformation to establish HSS as a modern shared services organisation and we're seeking the right people to grow our team.

It is an exciting time in the health sector and a defining period for HSS.

HSS VALUES



We put our customers at the heart of what we do



We value and care for each other



We promise, we own, we do



We will find a way



We make a difference together

Our values guide our behaviours and the way we interact with our customers and each other.

BUSINESS UNIT ROLE:

The HSS Finance and Operations Business Unit is responsible for managing the core financial services for HSS' customers, by providing accounts payable and receivable transactional services, as well as finance and operations services for HSS internally. For customers this means ensuring invoices are raised and debts are managed in a timely way. For HSS this includes managing accounting, planning, reporting against SLAs and tax for the organisation as well as facilities management.

POSITION RESPONSIBILITIES:

HSS Participation (Self):

- Maintains a culture of putting customers at the heart of everything we do and demonstrates a constant approach to the organisation, values and behaviours.
- Contributes effectively to business improvement and change management activities.
- Undertakes all duties in accordance with the WA health system's Code of Conduct, WA Public Sector Code of Ethics, Occupational Safety and Health and Equal Employment requirements, and other relevant legislation.
- Proactively contributes to maintaining the HSS Occupational Safety and Health Management (OHS) Framework.
- Takes personal accountability of own performance, and participates in all performance development activities.
- Collaboratively engages with team members, encouraging discussion whilst harnessing different viewpoints creating positive outcomes for key stakeholders.

Role Specific Responsibilities and Key Outcomes:

- Manages and performs Bi-weekly pay run processes within the Finance Systems.
- Performs month end closure procedures within Financial Systems.
- Assist with month end and year end account reconciliations, particularly with system-based accounts.
- Undertakes analysis, develops and provides management with a range of business applications and operational issues to facilitate efficient performance.
- Provides data modelling and analysis that assists in the development of HSS' corporate finance activities and operations.
- Contributes to the development and implementation of education and training programs relevant to the use of HSS finance applications, this includes stakeholders/ customers internal to HSS and external to HSS or with the Health Service Providers (HSP's).
- Maintains the operations of financial applications and databases such as fixed assets for the WA Health System and provide support to customers at HSS and HSP's as necessary.
- Perform month end duties including providing support within the General Ledger Systems team, including but not limited to FTE management, general journals and accruals.
- Consult with stakeholders /customers to understand their financial system/business needs for continuous improvement purposes.
- Performs other duties as directed.

SELECTION CRITERIA:

ESSENTIAL CRITERIA:

1. Experience in the analysis of financial applications and information from operational systems in a government or corporate environment.
2. Sound conceptual and analytical skills, with an ability to understand financial and information system issues and identify solutions to them.
3. Well-developed verbal and written communication skills, with the ability to present information clearly, concisely, and effectively
4. Strong interpersonal skills, with the ability to develop and maintain productive working relationships and negotiate effectively with stakeholders

5. Flexibility and demonstrated ability to work effectively in a multi-disciplinary team and independently.

DESIRABLE CRITERIA:

1. Tertiary qualifications in a relevant discipline
2. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment and service delivery.

APPOINTMENT FACTORS

Appointment is subject to:

- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity Check
- Pre-Employment Health Assessment

The details contained in this document are an accurate statement of the deliverables and other requirements of the job.

Version control	Description	CRC Approval Date	Registered Date
Vs 1.0	JDF Created	2/10/2023	24/11/2023