



**HSS Registered**

**Business Support Officer**  
**Health Salaried Officers Agreement; HSO Level G5**  
**Position Number: 115460**  
**Finance**  
**South Metropolitan Health Service**

**Reporting Relationships**

Director Finance SMHS  
 HSO – G12  
 Position Number: SM00085



Manager Corporate Finance  
 HSO – G10  
 Position Number: SM115328



**This Position**



Directly reporting to this position:

Title	Classification	FTE
Nil		

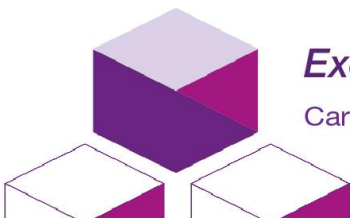
← Also reporting to this supervisor:

- Senior Business Analyst, Revenue & Receivables, HSO 8, 1.0 FTE
- Business Analyst, Financial Policy, Risk & Compliance, HSO 7, 1.0 FTE

**Key Responsibilities**

Provides advice and support to South Metropolitan Health Service (SMHS) business units on matters relating to Financial Policy, Risk and Compliance.

Prepares and collates information to ensure SMHS is meeting its obligations with respect to the completion of the annual Riskcover Questionnaire; timely submission of insurance claims; issue, maintenance and monitoring of SMHS Purchasing Cards; Cost Centre maintenance and iProcurement maintenance; Assists with collation of FBT information and end of financial year tasks.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## Brief Summary of Duties (in order of importance)

### 1. Business Support (50% breakdown)

- 1.1 Provides advice and operational support to South Metropolitan Health Service (SMHS) business units on matters relating to Financial Policy, Risk and Compliance.
- 1.2 Reviews, checks and updates Oracle iProcurement maintenance forms in line with SMHS Authorisations Schedule. Arranges for the approval and submission of the forms to HSS by the SMHS Information Custodian.
- 1.3 Reviews, checks and updates Cost Centre maintenance forms in line with SMHS Cost Centre allocation process. Arranges for the approval and submission of the forms to HSS by the SMHS Information Custodian.
- 1.4 Arranges for the Issue, cancellation, maintenance and monitoring SMHS Purchasing Cards.
- 1.5 Provides operational support in the use of Oracle iProcurement.
- 1.6 Guidance and support in the preparation of cost centre maintenance forms, iProcurement maintenance forms and Purchasing Card applications.

### 2. Risk Management & Compliance (40% breakdown)

- 2.1 Prepares and collates information to facilitate the completion of the SMHS Riskcover Questionnaire including liaising with SMHS Business Units to obtain the necessary information.
- 2.2 Reviews and checks all insurance claims and associated documentation received. Forwards all completed insurance claims and associated documentation to SMHS Authorised signatory for signature and submit claims to Insurer (Riskcover).
- 2.3 Liaises with Insurer on any queries that may arise with respect to insurance claims submitted.
- 2.4 Provides guidance and support to SMHS business units in addressing audit requests and activities.
- 2.5 Adheres to procedures, standards and systems that support and promote best practice in the provision of services, while ensuring all legislative and WA Health requirements are met.

### 3. Other (10% breakdown)

- 3.1 Builds and establishes effective working and communication relationships with other internal and external clients and stakeholders.
- 3.2 Assists with collation of Fringe Benefits Tax (FBT) information for inclusion in the FBT return.
- 3.3 Assists with end of financial year tasks.
- 3.4 Provides input into the development of business plans and strategies.

### 4. SMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 5. Undertakes other duties as directed

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated experience in a complex financial management environment.
2. High level computer skills with demonstrated experience with using Microsoft Office products.
3. Well-developed verbal, written and interpersonal communication skills, including the ability to liaise, consult and negotiate with a range of stakeholders in various contexts.
4. Well-developed conceptual and analytical skills with the ability to provide solutions to complex problems.
5. Demonstrated ability to plan, prioritise and organise workloads in order to meet timeframes and deadlines.
6. Demonstrated ability to work with minimal supervision and effectively as part of a team.

### Desirable Selection Criteria

1. Experience with Oracle Financials and associated tools.
2. Current knowledge of risk management principles as it relates to a financial management environment.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

**The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**

<b>Giulia Orsi</b>		<b>HE74812</b>	<b>27 Feb 2017</b>
<b>Manager / Supervisor Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Diana Carlsson</b>		<b>HE00156</b>	<b>27 Feb 2017</b>
<b>Dept. / Division Head Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>

**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

<b>Occupant Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b>			

### HSS Registration Details (to be completed by HSS)

<b>Created on</b>	<b>September 2017</b>	<b>Last Updated on</b>	<b>9/01/2018 he126698</b>
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