



JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

		Position No:	200135
Division:	Kimberley	Title:	Administration Officer Accounts
Branch:	Kimberley Population Health Unit	Classification:	HSO Level G2
Section:	Directorate	Award/Agreement:	Health Salaried Officers Agreement

Section 2 - POSITION RELATIONSHIPS

Responsible to	<table><tr><td>Title:</td><td>Director, Population Health Unit</td></tr><tr><td>Classification:</td><td>HSO Level G11</td></tr><tr><td>Position No:</td><td>200129</td></tr></table>	Title:	Director, Population Health Unit	Classification:	HSO Level G11	Position No:	200129	Other positions reporting directly to this position: <table><tr><td>Title</td></tr><tr><td>Executive Secretary</td></tr><tr><td>Administration Officer – COAG</td></tr><tr><td>PHCAP – Administration Officer - Multiple</td></tr></table>	Title	Executive Secretary	Administration Officer – COAG	PHCAP – Administration Officer - Multiple
	Title:	Director, Population Health Unit										
	Classification:	HSO Level G11										
Position No:	200129											
Title												
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Administration Officer – COAG												
PHCAP – Administration Officer - Multiple												
	↑											
Responsible to	<table><tr><td>Title:</td><td>Business Manager</td></tr><tr><td>Classification:</td><td>HSO Level G6</td></tr><tr><td>Position No:</td><td>200130</td></tr></table>	Title:	Business Manager	Classification:	HSO Level G6	Position No:	200130	←				
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This position	<table><tr><td>Title:</td><td>Administration Officer Accounts</td></tr><tr><td>Classification:</td><td>HSO Level G2</td></tr><tr><td>Position No:</td><td>200135</td></tr></table>	Title:	Administration Officer Accounts	Classification:	HSO Level G2	Position No:	200135					
	Title:	Administration Officer Accounts										
Classification:	HSO Level G2											
Position No:	200135											
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Positions under direct supervision:	Other positions under control:								
<table><tr><th>Position No</th><th>Title</th></tr><tr><td colspan="2"></td></tr></table>	Position No	Title			<table><tr><th>Category</th><th>Number</th></tr><tr><td colspan="2"></td></tr></table>	Category	Number		
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Section 3 - KEY RESPONSIBILITIES

Responsible for providing support to KPHU staff and managers in the provision of effective and efficient accounts and administrative services.

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		CLASSIFICATION	HSO Level G2



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

24 August 2018

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Section 4 - STATEMENT OF DUTIES

Duty No	Details	Freq	%
1	ACCOUNTS PAYABLE AND RECEIVABLE		80
1.1	Acts as Batching Officer, preparing invoices and claims for payment for incurring and central data entry.		
1.2	Checks invoices and claims for payment to ensure compliance with legislative and policy requirements and Delegation of Authority and escalates issues as appropriate.		
1.3	Utilises Chart of Accounts, Oracle and other relevant systems and liaises with managers to attach cost centre and account coding to invoices.		
1.4	Reconciles large utilities, vehicle and travel and service accounts to ensure accuracy.		
1.5	Conducts account queries utilising Oracle, other relevant systems, and the centralised accounts payable function, and liaises with vendors and staff for clarification as necessary.		
1.6	Determines staff air-conditioning subsidy entitlements, calculates reimbursements and maintains records of staff entitlements.		
1.7	Liaises with managers and Administration Officer – Personnel in determining Annual Leave travel Concession entitlements and calculating reimbursement/payment amounts.		
1.8	Receipts and banks all cheques and monies received.		
1.9	Liaises with Finance Department in preparation of invoices for debtors.		
2	FINANCIAL PROCESSING		10
2.1	Sources and distributes simple financial reports as requested and participates in end of month reporting as necessary.		
2.2	Completed data entry of vehicle log sheets data in preparation for FBT reporting.		
2.3	Maintains files for all account-related records as per the Financial Management Act and Records Disposal Schedule.		
3	OTHER		10
3.1	Updates and maintains up to date desktop procedure manual.		
3.2	Assists Business Manager with Release of Information processes.		
3.3	Assists with the management of Fleet Vehicles including coordination of servicing and vehicle rotation.		
3.4	Provides support to all members of the administrative team as necessary.		
3.5	Participates in quality improvement activities.		
3.6	Other duties as directed by line manager or their delegate.		

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.

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Section 5 - SELECTION CRITERIA

ESSENTIAL:

- 1 Experience in accounts payable/receivable and administrative roles.
- 2 Good interpersonal and communication skills.
- 3 Demonstrated attention to detail, with the ability to organise and prioritise workload to meet deadlines.
- 4 Ability to work both independently and as part of a cohesive team.
- 5 Demonstrated keyboard and word processing skills.
- 6 Current C Class drivers Licence.

DESIRABLE:

- 1 Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
- 2 Experience working in a cross cultural environment.

Section 6 - APPOINTMENT FACTORS

Location	Broome	Accommodation	As per WACHS Kimberley policy
Appointment/ Allowances Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check. • This position is subject to a successful Criminal Record Screening • Successful Pre-Placement Health Screening clearance. • Evidence of current C Class driver's Licence. Allowances include: <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: ____/____/____

Director
Kimberley Population Health Unit

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

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