



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	300025
Division:	Pilbara	Title:	Senior Finance Officer
Branch:	East Pilbara	Classification:	HSO Level G-5
Section:	Administration	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Regional Director
	Classification:	HSO Class 2
	Position No:	600100

Responsible To	Title:	Operations Manager – East Pilbara
	Classification:	HSO Level G-11
	Position No:	300332

This position	Title:	Senior Finance Officer
	Classification:	HSO Level G-5
	Position No:	300025

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Executive Assistant
Senior Medical Imaging Technologist
Senior Medical Officer
Coordinator Property and Fleet
Coordinator Nursing and Midwifery
Coordinator Nursing – Aged Care
Clinical Audit Coordinator
Business Manager
Nurse Manager
Aboriginal Liaison Officer

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>300028</td> <td>Inpatient Clerk</td> </tr> <tr> <td>300029</td> <td>Accounts Payable Clerk</td> </tr> <tr> <td>300365</td> <td>Clerical Officer</td> </tr> </tbody> </table>	Position No.	Title	300028	Inpatient Clerk	300029	Accounts Payable Clerk	300365	Clerical Officer	<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> </tbody> </table>	Category	Number
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300028	Inpatient Clerk										
300029	Accounts Payable Clerk										
300365	Clerical Officer										
Category	Number										

Section 3 – KEY RESPONSIBILITIES

Provides support to the Managers in the East Pilbara on finances, statistics and assets for the Hedland Health Campus and Karlarra House in order to inform expenditure, revenue, cash flow and activity levels in each department in these facilities. Discusses variances and discrepancies to facilitate effective future management. Ensures financial transactions are in compliance with delegation authorities, FAAA and other legislation, and other policies and protocols. Manage Karlarra House Resident Trust Account.



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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.

<p>WA Country Health Service Pilbara</p> <p>9 October 2018</p> <p>REGISTERED</p>

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	FINANCIAL REPORTING AND MANAGEMENT		70
1.1	Interprets expenditure, revenue and cash flow information provided in monthly financial reports for the East Pilbara to identify variances and discrepancies.		
1.2	Responsible for the compilation of monthly statistical information report eg: activity data, for the East Pilbara as defined.		
1.3	Provides Managers in the East Pilbara with the monthly financial information report to assist with financial and FTE forecasting and the management of budgets.		
1.4	Monitors the financial performance of the District as a whole through interpretation of financial and activity data against overall budget and activity targets, and reports to management.		
1.5	Ensures financial transactions have been correctly coded, allocated and balance back to sub ledgers at individual department/unit level.		
1.6	Ensures financial transactions are completed in compliance with delegation authorities, FAAA and other legislation, and other East Pilbara policies and protocols.		
1.7	Ensure business process compliance with Financial Management Act (FMA), Treasury instructions and WACHS policy.		
1.8	Ensures the accuracy and quality of financial and activity information in reports by checking that all information and data has been provided to enable Managers to make decisions about future expenditure and reporting against their performance indicators are completed with validity.		
1.9	Provides information, following research and compilation of data, to the Operations Manager and other East Pilbara personnel to enable them to prepare business cases to source federal or additional State funding for services/equipment in various operational areas		
1.10	Participates in budget build and periodic business requirements, assist Operations Manager and department managers in budget management processes.		
1.11	Maintains an effective budgetary control system for East Pilbara operating budget and liaises with department managers to monitor budgets including monthly finance meetings and reports on the financial performance, FTE, activity and other matters of relevance.		
1.12	Coordinates maintenance of assets register documentation in conjunction with Regional Finance Manager.		
1.13	Manages Karlarra House Resident Trust Account; including preparing payments to various suppliers on behalf of the residents, preparing monthly Trust Account reconciliation, liaising with residents' family, Public Trustee, Centrelink in regards to residents' financial affairs. Provides monthly residents' statement when required. Manages release of Deceased Estate Fund.		
1.14	Prepares acquittals and financial reports for East Pilbara programs including Karlarra House.		
1.15	Processes Aged Care subsidies and supplements claiming on monthly basis. Monitors and analyses Karlarra House FTE, expenditure, funding level and bed occupancy level.		
2.0	STAFF SUPERVISION AND MANAGEMENT		25
2.1	Supervises the performance, and oversees the delivery of services, of finance related clerical staff located at Hedland Health Campus.		
2.2	Ensures data entered into Patient Administration Systems and Corporate Financial Systems by staff under direct supervision is in accordance with procedural requirements and standards.		
2.3	Responsible for the recruitment, payroll requirements, orientation, skills development, performance appraisal, and effective team operations of staff under supervision.		
3.0	OTHER		5
3.1	Undertakes other duties as required.		
	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. Demonstrated financial management skills including analysis and interpretation of financial data.
2. Experience in cash and accrual accounting, and budgetary processes.
3. Demonstrated experience in using corporate computer applications, particularly in a financial field.
4. Sound conceptual, analytical and problem solving skills.
5. Demonstrated negotiation, interpersonal and organisational skills including supervisory skills.
6. Demonstrated experience in managing a trust account.

DESIRABLE

1. Possession of or progress towards a relevant tertiary qualification.
2. Experience with Corporate Financial Systems and Corporate HR information system administration.
3. Knowledge of legislative, regulatory and administrative framework for financial management, accountability and reporting in the WA public health sector.
4. Demonstrated ability to liaise with public, patients and all levels of hospital staffs.

Section 6 – APPOINTMENT FACTORS

Location	South Hedland	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	District Allowance if applicable, Annual Leave Travel Concession if applicable, one week additional leave for above the 26 th Parallel, Air-conditioning subsidy if applicable 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	Personal Computer		

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 – East Pilbara

Signature and Date: ____/____/____
Regional Director

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

