



HSS REGISTERED

Coordinator – Statutory Reporting
Health Salaried Officers Agreement: Level G9
Position Number: 603044
Corporate Services and Finance Division
East Metropolitan Health Service

Reporting Relationships

Director Finance
Award Level: HSO G12
Position Number: 602771



Manager Corporate Finance
Award Level: HSO G10
Position Number: 105026



This Position



Directly reporting to this position:

Title	Classification	FTE
• Analyst – Statutory Reporting	HSO G-7	1.00

← Also reporting to this supervisor:

- Team Leader – General Ledger, HSO G7, 1.00FTE
- Financial Accountant Cash Management, HSO G8, 1.00FTE
- Senior Business Analyst Revenue & Receivables, HSO G8, 1.00FTE

Key Responsibilities

This position, within the Corporate Finance function leads, manages and directs the activities and resources of the statutory reporting function.



EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Summary

- 1.1 Plans and coordinates the statutory financial reporting requirements for EMHS in relation to, the Annual report, and liaises with the System Manager with respect to Commonwealth reporting, whole of government reporting and all issues and matters related to statutory financial reporting obligations.
- 1.2 Leads and manages the statutory financial reporting team ensuring that strategic and organisational objectives are met, manages human, monetary and physical resources optimally and engenders high level of team work.
- 1.3 Provides expert advice to the Manager Corporate Finance on matters related to statutory financial reporting.

- 1.4 Ensures that the team's mandatory obligations are met, there is compliance with relevant legislation, and that activities are consistent with established policy and processes.
- 1.5 Maintains an expert awareness of relevant trends and issues concerning the deliverables of the team and workgroup.
- 1.6 Coordinates the team's development programs and training to ensure that staff are developed to meet business objectives and to enhance employee professional development.
- 1.7 Promotes a stakeholder focus on service delivery including stakeholder engagement and liaison system improvements and quality assurance and improvement.
- 1.8 Builds alliances with stakeholders to achieve designated outcomes.
- 1.9 Participates in and leads cross-functional project teams to develop and deliver improved services and systems.
- 1.10 Promotes quality improvement and performance management activities.
- 1.11 Represents the Finance Directorate as required, on relevant committees and working parties.
- 1.12 Contributes to business plans for the Finance Team.
- 1.13 Provides specialist advice on statutory financial reporting issues to the Finance Directorate, Chief Financial Officer and senior management.
- 1.14 Designs and conducts training program to improve the accounting and finance management skills of finance staff at all levels across Health.

2. Financial Reporting Responsibilities

- 2.1 Prepares monthly, quarterly and annual financial statements in accordance with Australian Accounting Standards and other regulatory requirements within statutory timeframes.
- 2.2 Manages all end-of-year financial reporting processes including the collation of all financial information necessary to support the annual financial statements of the EMHS, and preparation of all supporting notes and documentation for review by executive management, governing board and external audit.
- 2.3 Maintains accurate working papers to support the annual financial statements and assists in the preparation of responses to Audit queries and issues relating the EMHS finance functions and the annual financial statements.
- 2.4 Prepares annual financial returns to be submitted to other State and Commonwealth agencies in accordance with specified requirements and timeframes.
- 2.5 Provides a self-audit advisory service to EMHS stakeholders.
- 2.6 Provides advice on the effect of accounting standards on financial reporting and operations and on new directions and developments in accounting standards and also the impact of this in requirements to financial reporting.
- 2.7 Establishes and maintains effective communication and relationships within the EMHS business and business support networks and liaises with relevant stakeholders with respect to quality of financial information submitted, and reporting timetables and timeframes to meet and comply with statutory reporting requirements.

3. EMHS Governance, Safety and Quality Requirements

- 3.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 3.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards. Completes mandatory training (including safety and quality training) as relevant to role.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.

- 3.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 4. **Undertakes other duties as directed.**

Work Related Requirements

Essential Selection Criteria

- 1. Demonstrated ability to lead and manage people and promote an effective team-working environment.
- 2. Considerable experience in developing and implementing statutory reporting processes and procedures.
- 3. Excellent interpersonal, verbal and written communication skills.
- 4. Excellent problem solving skills including conceptual and analytical ability and policy formulation and implementation skills.
- 5. Sound knowledge of Accounting Standards, financial legislation and Statement of Accounting Concepts.
- 6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

- 1. Tertiary qualification in a relevant discipline.
- 2. Knowledge of health industry financial management issues and priorities.
- 3. Previous experience in a health care organisation.
- 4. Sound knowledge of computers (including Microsoft Word and Excel) and accurate typing skills.

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.			
..... Manager / Supervisor Name Signature	or HE Number
..... Date			
..... Dept. / Division Head Name Signature	or HE Number
..... Date			
As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.			
..... Occupant Name Signature	or HE Number
..... Effective Date			
HSS Registration Details (to be completed by HSS)			
Created on March 2017	Last Updated on March 2019