



HSS Registered

General Ledger Officer
Health Salaried Officers Agreement; Level G-6
Position Number: 115479
Finance
South Metropolitan Health Service

Reporting Relationships

Manager Corporate Finance
 Award Level: HSO Level 10
 Position Number: SM115328



Cash Management Officer
 Award Level: TBA
 Position Number: TBA



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

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Key Responsibilities

To provide South Metropolitan Health Service General Ledger and Chart of Accounts (CoA) administration services including advice to internal stakeholders, and closing of the financial period for end of month and year, including approving journals, manual eliminations/consolidations during the closing process in accordance with HSS practices where appropriate and necessary.



Brief Summary of Duties (in order of importance)

1. Participation

- 1.1 Participates within a customer- focused culture based on established values and behaviours and a team- based approach.
- 1.2 Contributes positively to a safe team environment that values equity and diversity and enables the achievement of personal and team goals.
- 1.3 Maintains awareness of relevant trends and issues concerning the deliverables of the position and team.
- 1.4 Engages in training and development initiatives and programs to enhance professional development.
- 1.5 Participates in quality improvement and performance management activities.
- 1.6 Represents the team internally and externally, as required.

2. Specialist Services

- 2.1 Performs activities related to the administration of the general ledger and advice to internal stakeholders, consistent and compliant with agreed policies and procedures.
- 2.2 Performs monthly / yearly pre- rollover activities for the initial stages of closing the general ledger, and liaises with Health Support Services where necessary. Approves information provided for reconciliations and the close of sub- ledgers and maintains the interface between client feeder systems and the general ledger. Checks integrity of feeder system accounting information.
- 2.3 Liaises with Health Support Services as necessary regarding the closing of the financial period for end of month and year, including approving manual eliminations/consolidations during the closing process, gaining approval for yearly rollover from internal and external stakeholders (including System Manager and Health Support Services as appropriate and necessary) and reviewing and releasing rollover reports.
- 2.4 Establishes rules for accrual, allocation and amortisation for use within SMHS and by internal stakeholders. Tests and maintains these rules as necessary.
- 2.5 Approves SMHS adjustments and journal entries for processing.
- 2.6 Assists with advice to internal stakeholders on adjustments, journal entries, audit findings and notification of rollover/period close.
- 2.7 Performs activities related to the maintenance of the CoA, including assessing clients' requests for changes to CoA.

3. SMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, South 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.

SMHS Job Description Form

Work Related Requirements

Essential Selection Criteria

1. Substantial experience in a computerised financial accounting environment.
2. Demonstrated knowledge of accounting principles, practices and legislation.
3. Well-developed computing skills including spreadsheet software.
4. Well-developed communication and interpersonal skills.
5. Well-developed conceptual and analytical skills including initiative.
6. Well-developed planning and organisation skills.

Desirable Selection Criteria

1. Experience in public sector finance and accounting.
2. 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.

Giulia Orsi		HE74812	13/12/2017
Manager / Supervisor Name	Signature or	HE Number	Date
Diana Carlsson		HE00156	13/12/2017
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	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	February 2018	Last Updated on	14 February 2018
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