



HSS Registered March 2022

Accounting Assistant

Health Salaried Officers Agreement: HSO Level G4

Position Number: 111695

FSFHG Finance

Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service

Reporting Relationships

Executive Director
 Fiona Stanley Fremantle Hospital Group
 Position Number: 110820



Manager Finance – Budget & Reporting
 HSO Level G10
 Position Number: 113473



This Position



Directly reporting to this position

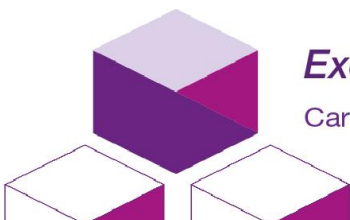
Title	Classification	FTE

← Also reporting to this supervisor:

- Coordinator Finance, HSO Level G8, 1.00
- Senior Corporate Support Officer, HSO Level G4, 1.00

Key Responsibilities

The position provides accounting and financial support for the Finance Manager. This includes monitoring the performance of expenses and revenues against budget and identifying and investigating significant trends, issues, impacts, opportunities and options.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



Brief Summary of Duties (in order of importance)

1. Accounts Payable

1.1 Process payments in accordance with Statutory and Project requirements.

2. Finance and Budget Management

2.1 The performance of expenses and revenues is monitored against budget ensuring the early identification of variations, trends, issues, solutions, and opportunities.

2.2 Assistance with the preparation of information for inclusion in monthly reporting is provided to the Finance Manager.

2.3 Cost benefit analyses of initiatives and proposals, as directed by the Finance Manager are undertaken.

2.4 Practical support and advice is provided to operational areas in relation to their budgeting and finance activities.

2.5 Assistance is provided for the annual budget cycle, including the preparation of funding submissions, and the compilation of information for inclusion in the budget statements.

3. Accounting

3.1 Cash flows, balance sheets and accrual, prepayment and reallocation journals are prepared and reconciled.

4. SMHS Governance, Safety and Quality Requirements

4.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.

4.2 Participates in the maintenance of a safe work environment.

4.3 Participates in an annual performance development review.

4.4 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.

4.5 Completes mandatory training (including safety and quality training) as relevant to role.

4.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Occupational Safety and Health Act, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the role and the SMHS Values.

Essential Selection Criteria

1. Proven financial management knowledge and experience, including the use of computerised accounting systems, project costing systems and spreadsheets.
2. Experience in assisting with the preparation and analysis of financial management reports with a proven ability to analyse and resolve accounting related issues.
3. Demonstrated ability to work with minimal supervision and in a team to achieve individual and collective objectives.
4. Good communication (verbal and written) skills and good interpersonal skills with an ability to liaise with a broad range of internal and external customers on a variety of accounting and finance matters.
5. Well-developed organisation skills with the ability to work under pressure and meet deadlines whilst working in a major project team environment.

Desirable Selection Criteria

1. Possession of, or progress toward, a relevant tertiary qualification in Business, Commerce, Information Systems or related discipline.
2. Knowledge and understanding of the FMA, Treasurers Instructions and other Statutory requirements.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.