



Swan Hill
District Health
my hospital



Respect – Professionalism – Caring – Committed – Collaboration

Position Vacant

Accountant

An exciting opportunity exists for a Qualified Accountant to join our Finance Department. The role will include ensuring the financial compliance of our Hospital, maintaining Department budget controls and relieving our Financial Manager when necessary.

Who are we looking for?

- Qualified Accountant.
- Ability to work, autonomously, under pressure and to tight deadlines.
- Proven ability to facilitate outcomes.
- Ability to manage others.

Swan Hill District Health, 'My Hospital'

Swan Hill District Health provides a wide range of clinical services including medical and surgical, aged care, community and primary health, emergency, renal dialysis, chemotherapy and radiography diagnostic services.

Work/life balance is what you get working at Swan Hill District Health. As well as lifestyle comes:

- ✓ A professional, committed workforce and highly supportive community
- ✓ Variety in work and a sense of achievement
- ✓ salary packaging available

Want More Info?

For enquiries please contact Steven Wainwright by email to hrmanager@shdh.org.au or by phone on (03) 5033 9315.

Applications including the names of three referees should be forwarded to the Human Resources department, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or email: hrmanager@shdh.org.au.



Position:	ACCOUNTANT
Classification:	Dependant on skills and qualifications
Department:	Finance Department
Reports to:	Finance Manager
Objectives:	<ul style="list-style-type: none">• To assist in the effective and efficient provision of SHDH's accounting department• To maintain harmonious relations with all staff and other departments during the execution of the Department's function.
Responsibilities:	<ul style="list-style-type: none">• Assist the Finance Manager with the preparation of components of the monthly returns to the Board of Management, Chief Executive Officer and the Department of Health, Statistical, Financial and Departmental Reports.• Assist the Finance Manager with the preparation of quarterly, midyear and annual returns for the Office of the Auditor General and the Department of Health.• Responsible for the reconciliation of the Patient Manager on a monthly basis, which includes inpatient, Special Classes, Allied Health, Pharmacy and Workcover accounts. Liaise with the Health Information Department for the prompt reconciliation of any problem admissions.• Reconcile and maintain the SHDH Asset Register on a monthly basis.• Reconcile Radiology Comrad System monthly.• In conjunction with the Finance Manager oversee the implementation of any new financial programs to be used within SHDH and provide support once the systems are implemented.• In conjunction with the Accountant reconcile, Visiting Nursing Service.• Provide support and training in the use of the various computer applications by the Allied Health, Visiting Nursing Service, Pharmacy and Radiology.• With the Accountant on a rotational basis undertake Internal Audit program of main creditors run and offline payments, either Cheque or EFT.• In conjunction with the Finance Manager reconcile Operating Bank Account on a monthly basis.• With the Accountant prepare reconciliation of Salaries & Wages Account and Nursing Home Residents Trust Account.• Production and reconciliation of employee entitlement reports.• In conjunction with the Accountant prepare and submit the monthly Business Activity Statement and lodge with the Australian Taxation Office.

	<ul style="list-style-type: none"> • Review SHDH operations for potential Fringe Benefits Tax issues and provide recommendations to the Finance Manager for consideration and subsequent adoption of by SHDH. • Interpret and advise on all Goods and Services Tax Issues which relate to the Health Service for implementation. • Prepare the annual Fringe Benefits Tax Return for lodgment with the Australian Taxation Office. • Maintenance of SHDH Insurance Claims in relation to Motor Vehicles and property damage of SHDH Assets and Fraud related incidents. • With the Finance Manager co-ordinate the operation of the Internal Audit Committee. • In conjunction with the Finance Manager assist the Internal Auditors, providing advice and support upon their visit. • Acting with the Finance Manager to provide advice and documentation to the External auditors to support the Financial Management of SHDH budget. • Complete the Annual Financial Management Compliance Framework. • Manage the Quality Assurance requirements for the Finance Department ensuring ACHS Standards are maintained. • Review position descriptions of the Finance Department on a bi-annual basis. • Management of the Front Office staff, which includes Receptionist, Creditors Clerk and Diagnostic Patient Fee Clerk. (Six staff involved) on all Human Resource Issues. Human Resource issues that arise are reported back to the Finance Manager. • Provide up to date financial information to other Departmental Heads upon request and also provide financial analysis when requested. • Preparation of financial statements and subsequent work papers for Community Health and other programs to enable external audits to be undertaken, thus meeting service agreement funding requirements. • Provide advice to patients and Diagnostic Patient Fee Clerk on Debt Collection issues. • In conjunction with the Finance Manager and Accountant, prepare the annual Health Service budget. • In Conjunction with the Finance Manger and Accountant undertake monthly departmental budget reviews. • Deputize for the Finance Manager in their absence. • Other duties as required by the Finance Manager.
<p>Qualifications/Skills Experience/Competencies:</p>	<p>Formal accounting qualifications recognized by the Society of Certified Practicing Accountants, Institute of Chartered Accountants and the National Institute of Accountants.</p>

Salary/Award:	
Confidentiality:	Maintain strict confidentiality with reference to all matters relating to patients and SHDH business both within SHDH and outside. Each employee has a responsibility to adhere to the Health Service's Confidentiality policy, as it is a condition of employment. Any breach of the rules of confidentiality relating to health service business, patients or medical records will result in disciplinary action and/or dismissal and a possible fine under the conditions of the Health Services Act (Vic)
Infection Control:	Adhere to the Health Services Infection Control Policy and Procedures as detailed in the Infection Control Manual.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Report accidents, incidents and potential hazards promptly. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Comply with the Occupational Health and Safety Act and O.H. & S. Policy Procedure Manual. • Attend training sessions as required.
Performance Appraisal:	Completion of Performance Appraisal on a yearly basis.
Date Written Reviewed:	February 2012
EO, Corp. Services Name:	
EO, Corp. Services Signature:	
Employees Name:	
Employees Signature:	