



Swan Hill
District Health



Respect – Professionalism – Care – Commitment – Collaboration

Finance Office Coordinator

Finance Department

An exciting and challenging role has become available in our Finance Department for an experienced Office Supervisor to provide leadership and direction in achieving increasing standards of efficiency. This full time position will require a high level of change and project management skills, providing professional day to day operations and leading a small team of skilled staff.

The person we are looking for will have advanced communication skills, dynamic leadership ability and the enthusiasm to manage a busy and constantly challenging environment. Business Management qualifications will be held in high regard along with an understanding of the Health Industry and Medical Terminology.

For more information on the role please contact Cherie Bailey, Senior Accountant on (03) 50339223 or CBailey@shdh.org.au

Selection Criteria includes:

- Proven ability to lead an active Finance General Office.
- Demonstrated ability in Change and Project Management.
- Business Management Qualifications or equivalent.
- Computer skills in Microsoft with a high level in Excel.
- Current Victorian Driver's license.

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

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.

Closing Date: COB: 25 September 2019



Respect – Professionalism – Care – Commitment – Collaboration

Position:	Finance Office Supervisor
Classification:	HS2 – Admin Support
Department:	Finance
Reports to:	CFO/Senior Accountant
Position Summary:	<p>The Finance Department Office Supervisor provides leadership and direction by achieving a high standard of administrative support to the Finance Department. The Office Supervisor provides and maintains excellent public relations across the team with the general community and both internal and external customers of the Health Service.</p> <p>The role of this position is to provide professional efficiency in timely, accurate information and processing requirements from the Finance General Office to all preparation and billing and other general enquiries and to ensure that administrative timeframes, targets and objectives are monitored and met</p> <p>Importantly as a leadership role, the person in this position will be expected to be the initial point of contact in relation to the administration of the Finance Department and will provide leadership support and guidance to the administrative team.</p>
Responsibilities:	<ul style="list-style-type: none"> • Provide supervisory and technical leadership to the General Office • Ensure positions are clearly defined and procedures established and standardised however there is a range of varied techniques and methods available to perform work. • Ensure that elections of the most suitable courses of action are aided by rule, guides, procedures or precedents. Such rules guides and precedents may be obtained through liaison with other Health Services or Training providers. • The position reports directly to the Senior Accountant on performance and accountability of the General Office. The positions' work progress is closely monitored against targets as established by the Senior Accountant. The incumbent will be expected to report against set targets and goals in the form of a monthly accountability meeting. • Develop and maintain “cross skilling” across the areas of the General Office to ensure efficiency and service is maintained during leave, both planned and unplanned. • Delegate data input to the skills and time restraints of the General Office to maintain ledgers stipulated by the Senior Accountant. • Ensure compliance to relevant standards within the General Office. • Maintain GST/BAS and FBT compliance. • Ensure Policies, Protocols relevant to the General Office are up to date and published to the relevant areas. <p>KPIs Leave covered without loss of efficiency:</p>
Key Selection Criteria	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrated Leadership skills • Demonstrated high level verbal and communication skills

	<ul style="list-style-type: none"> • Demonstrated time management skills • Demonstrated high level verbal and written communication skills <p>Competency is use of software applications such as Windows and Microsoft Office.</p> <ul style="list-style-type: none"> • Competency in Medical Terminology. <p>Commitment to excellent client service and organisational values</p> <p>Highly Desirable</p> <ul style="list-style-type: none"> • Book Keeping skills • Familiar to the Health Industry • Good persuasive skills are required to obtain cooperation in the achievement of objectives or for the communication of technical or administrative function. • Demonstrated capability of working independently and in supervising a small team • Able to prioritise work and to work with minimum supervision and guidance • Responsible and adaptable to change processes
Salary/Award:	Health and Allied Services, Managers and Administration Officers Agreement
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. • We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.
Person Centered Care:	<p>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.</p> <p>Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Just Culture:	All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.
Hardwiring for Excellence Values - Standards of Behaviour	SHDH strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behaviour Charter 2017, staff are expected to align and demonstrate these behaviours, not 'sometimes' but 'always' so as to create and maintain a culture of high performance.
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the</p>

	rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Date Written	Sept 19
Reviewed:	
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice:- (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ Date:/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585