



**Swan Hill
District Health**
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Accountant – Parental Leave Cover (12 Months)

A 12 month, full time position is available for an Accountant to join our enthusiastic team of Health Professionals in the Finance Department at Swan Hill District Health.

We're looking for attitude and potential as much as experience. If you're curious, solutions-focused and interested in building a career in finance, we'd love to hear from you.

The Position

As Accountant within our Finance team, you'll work closely with operational leaders across Swan Hill District Health, helping turn financial and operational information into meaningful insights that support better decision making.

This is a hands-on role that combines financial reporting, budgeting, compliance, analysis and business improvement activities. More importantly, it offers an opportunity to develop into a trusted business partner who helps managers solve problems, improve services and achieve outcomes for our community.

We're interested in people who are naturally curious, enjoy understanding how organisations work and can think beyond the numbers. Whether you're an experienced accountant, returning to the workforce, or someone looking to grow your finance career, we'd love to hear from you.

You Bring

- A positive, solutions-focused approach and a genuine desire to contribute to a supportive team environment.
- Strong problem-solving skills and the ability to analyse issues, identify root causes and develop practical solutions.
- An interest in understanding operational challenges and using financial information to support decision making.
- The ability to build positive relationships with people from a range of backgrounds and levels within an organisation.
- Well-developed communication skills and a willingness to learn and continuously improve.
- Qualifications in Accounting, Business or Finance, or a genuine commitment to working towards a finance-related qualification.
- Experience in accounting, finance, administration, business support or similar roles will be highly regarded.

Mandatory requirements

Current National Police Check, or will to obtain.

- Working with Children's Check, or will to obtain.
- NDIS worker screening check, or will to obtain.
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers).

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Why join us?

This role offers a unique opportunity to gain broad exposure across a large and complex healthcare organisation while working with an experienced and supportive Finance team.

You'll have the opportunity to:

- Develop valuable financial and business partnering skills.
- Work directly with managers and leaders across the organisation.
- Contribute to meaningful outcomes that support healthcare delivery in our community.
- Build a long-term career in finance within a flexible and supportive workplace.
- Be part of a team that values collaboration, initiative, continuous improvement and positive behaviours.

About Swan Hill: Swan Hill is situated in North-West Victoria. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

About Swan Hill District Health: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. At Swan Hill District Health (SHDH), our vision is to provide connected care, best experience for our community.

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Whilst encouraging and supporting work/life balance, SHDH also provides:

- ®A dynamic workplace
- ®Discounted Corporate gym memberships
- ®Salary Sacrifice/Packaging
- ®Professional Development opportunities
- ®Employee Assistance Program

Attract Connect Stay; our community are excited to see you and your family arrive. Let us help you connect; schools, partner employment, clubs, housing and the things that matter to you when building your new life.

To apply for this position please email your Cover letter responding to the Key Selection Criteria, up-to-date CV and a completed application for employment form, to employment@shdh.org.au.

You will find the position description and application form on our website – [Vacant positions](#)

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability. If you require any reasonable adjustments to the recruitment process or the role, please let us know by contacting employment@shdh.org.au

Applications close: 18 August 2026

Swan Hill District Health reserve the right to interview and appoint candidates prior to this date.

Position:	Accountant
Classification:	HS4
Department:	Finance
Reports to:	Director of Finance
Position Summary:	The Accountant is responsible for playing a supporting role in month end reporting, statutory accounting and taxation compliance as well as providing professional assistance and support to Management. The core purpose of this role is to provide accurate and timely financial and management accounting and reporting for all internal and external stakeholders. In addition, this role will engage with stakeholders across the Health Service, facilitating change, achieving and delivering outcomes, and establishing and implementing business improvements.
Responsibilities:	Follow and role-model Swan Hill District Health's policy and process expectations to ensure required outcomes and behaviors are in accordance with organisational expectations. Contribute to a constructive culture by demonstrating constructive behaviors (e.g. achievement, self-actualisation, humanistic/encouragement, affiliative approach) when interacting with colleagues, and internal and external stakeholders. Develop and provide tailored financial reports (including informed, purposeful commentary) to the Board, CEO, CFO, and Executive Managers to ensure these parties are fully apprised of Swan Hill District Health's financial performance and position, enabling fulfilment of their accountabilities. This includes driving the timely preparation, communication and submission of government and regulatory financial reporting. In conjunction with the Accounting Team assist with the preparation of quarterly, midyear and annual returns for the Office of the Auditor General and the Department of Health. Work collaboratively with the broader finance team to complete monthly Journals and Reconciliations on a timely basis, maintain the Asset Register, BAS and FBT. In conjunction with the CFO and Accountants prepare the Annual Health Service Budget and undertake monthly departmental budget reviews. Work collaboratively with all stakeholders to provide timely, practical and pragmatic advice on financial related matters and issues that support decision making and to achieve mutual outcomes to support the achievement of short term and strategic outcomes. Identify and present opportunities for reporting, process and system improvements and work with other teams as necessary to implement enhancements to improve the end-user experience. Providing financial training including induction of finance systems and awareness and understanding of management accounting principles and

	processes. Clearly communicate what you require from others and seek to understand questions or concerns they may have, engaging in problem solving to ensure outcomes meet Swan Hill District Health's business, customer and patient requirements. Develop and maintain in-depth knowledge of corporate and divisional business strategies, building effective working relationships with the senior leadership teams to enable the delivery of useful, relevant and informed financial planning, analysis, reporting and advisory services. Undertake additional accountabilities as directed by your Manager.
Key Selection Criteria	• Ability to think strategically, analyse situations, develop creative solutions and achieve outcomes that advance the Health Service's objectives. • Able to prioritise workload to meet competing demands while working towards deadlines. • Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, both verbally and in writing. • A commitment to ongoing professional development and continuous learning. • A flexible approach and an understanding of competing priorities of others. • Negotiation skills, dealing effectively with a broad range of stakeholders. • Working knowledge of accounting and business disciplines including financial accounting, compliance reporting, base budget development, variance reporting and systems development and improvement. • Strong ability to solve problems, offer solutions and make decisions. • Extensive use of Microsoft Office and in particular hold advanced MS Excel skills. • Committed to contributing as an effective member of a team, knowledge sharing & development of colleagues. • Current National Police Check. • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.
Qualifications	• Undergraduate university degree in commerce, business or accounting. • CA/CPA Qualification (or working towards).
Salary/Award:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027.
Continuous Quality Improvement:	• 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. 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.
Child Safety:	All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them. SHDH have zero tolerance to child abuse. Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.
Our Purpose:	Connected Care / Best Experience SHDH commits to meet the growing health care needs of our community through our new vision to provide better-connected care and to achieve the best care experience.
Privacy and Confidentiality:	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. 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 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:	RESPONSIBILITIES: It is the responsibility of every staff member to: • 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.
Current:	July 2026
Managers Name:	

Managers Signature:	
Employees Name:	
Employees Signature:	