

## POSITION DESCRIPTION

Position Title:	Finance Officer – Accounts Payable
Services Responsible for:	Finance
Location:	Dunstan Hospital, Clyde
Reports to:	Finance Manager
Date:	September 2024

### COHSL Vision

To be a lead provider and educator of rural healthcare for our communities.

### Our Environment

COHSL is a unique community-owned rural health service provider delivering public and private health care to the Central Otago and Upper Clutha areas. COHSL is committed to playing its part in the implementation of the Health Reforms, the delivery of integrated models of care that stretch across the care continuum and reducing rural inequities.

### LIVING CENTRAL OTAGO HEALTH SERVICES LTD VALUES

Proactively demonstrate COHSL values in all aspects of the role

- Demonstrates behaviours that we want to see from each other, at our best
- Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up
- Contributes positively to the team and other initiatives that seek to improve patient and whanau experiences and/or staff experience of working

KINDNESS	EXCELLENCE	TRUST	CONNECTION
Kākau Māhaki	Whāia te iti kahurangi	Whakaponono	Te Taukaea Takata

### KEY RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> <li>• All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Patients, Family / Whanau and Community</li> </ul>
<ul style="list-style-type: none"> <li>• Finance Team</li> </ul>	<ul style="list-style-type: none"> <li>• Te Whatu Ora – Southern staff</li> </ul>
<ul style="list-style-type: none"> <li>• Finance Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Primary Health Care Providers and WellSouth PHO</li> </ul>
<ul style="list-style-type: none"> <li>• Management Team</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance Organisations (eg TAS, IANZ etc)</li> </ul>
<ul style="list-style-type: none"> <li>• Department Managers</li> </ul>	<ul style="list-style-type: none"> <li>• Suppliers</li> </ul>
<ul style="list-style-type: none"> <li>• Service Leads</li> </ul>	<ul style="list-style-type: none"> <li>• NGOs, Private Health Care Providers and Local Community Groups</li> </ul>

## COMPETENCIES

### Organisational Competencies

<b>Customer Focused</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets firsthand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
<b>Cultural Diversity</b>	Understands the significance of, and obligations under Te Tiriti o Waitangi. Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Māori and all other cultures.

### Role Specific Competencies

<b>Team work and co-operation</b>	Strong team player. Actively promotes a friendly climate, good morale and co-operation. Accepts responsibility for the effectiveness of the team.
<b>Self Management</b>	Sets high personal standards and strives to achieve goals; is proactive and displays initiative; is resilient to change; demonstrates flexibility and has the ability to work to deadlines to achieve outcome; steadfastly pushes self and others for results.
<b>Organisational Agility</b>	Knowledgeable about how organisations work and how to implement and embed change. Knows how to get things done and understands the culture of organisations and its role in achieving the organisations strategic priorities.
<b>Solution Focused</b>	Uses rigorous logic and methods to solve difficult problems with effective solutions; ability to assess and initiate solutions independently. Promotes evidence-based solutions.
<b>Interpersonal Savvy</b>	Relates well to all kinds of people - up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; Demonstrates empathy and compassion.
<b>Quality Focused</b>	Promotes a continuous improvement ethos. Contributes to and helps lead quality initiatives. Ensures a strong patient centred focus with patient safety at the fore.

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>Relevant tertiary qualification or equivalent experience</li> <li>NCEA Level 1 or higher (or equivalent) or qualified by experience</li> </ul>	<ul style="list-style-type: none"> <li>Certificates or diplomas in accounts and/or accounting</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Administrative experience</li> <li>Experience implementing company process or policy</li> <li>Awareness of H&amp;S legislative requirements</li> <li>Experience in an organisation in a role requiring consultation, communication and relationship management skills</li> </ul>	<ul style="list-style-type: none"> <li>Health sector experience</li> <li>Experience working in a health environment and/or hospital</li> <li>Experience in accounting practices</li> <li>Experience with XERO Accounting</li> </ul>

	<ul style="list-style-type: none"> <li>Effective numerical skills and attention to detail</li> </ul>	
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Strong active listening skills</li> <li>Effective relationship management experience with the ability to establish and maintain effective working relationships across all levels of an organisation and externally</li> <li>Time management skills, including the ability to manage conflicting and concurrent activities; and meet tight timeframes</li> <li>Effective written and oral communication skills and demonstrated ability to convey information and ideas clearly and accurately, in a way that meets the needs of the audience</li> <li>Ability to work as a team of specialised individuals</li> <li>Competent computer skills</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Have ability to 'work smarter' by being innovative and proactive.</li> <li>Attention to detail and a finisher of tasks</li> <li>Positively contributes to workplace culture</li> <li>Commitment and personal accountability</li> <li>Acts with discretion, sensitivity and integrity at all times</li> <li>Is adaptable and flexible – open to change</li> <li>Has initiative and self-motivation with excellent organisational and time management skills</li> <li>Is energetic and able to motivate others</li> <li>Maintains an exceptionally high level of confidentiality</li> </ul>	

#### KEY RESULT AREAS:

Key Accountabilities	Examples of Successful Delivery
<b>Financial Management</b>	
<ul style="list-style-type: none"> <li>Management of Accounts Payable</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring all invoices are processed each month.</li> <li>Reconciling supplier statements and processing payable invoices accurately and in a timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>Assisting with Accounts Receivable</li> </ul>	<ul style="list-style-type: none"> <li>Invoice accounts receivable, receipt and bank all monies in an accurate and timely manner.</li> <li>Following up on outstanding Accounts Receivable.</li> <li>Assist the Finance Manager with the follow up of accounts identified as long outstanding.</li> <li>Management of Direct Debit Instructions</li> </ul>
<ul style="list-style-type: none"> <li>Cashflow Management when required</li> </ul>	<ul style="list-style-type: none"> <li>Processing of credit card transactions and monthly reconciliation.</li> <li>Reviewing bank account balances and maintain as per policy.</li> <li>Cash handling and banking.</li> </ul>
<ul style="list-style-type: none"> <li>Assist with Monthly Reporting</li> </ul>	<ul style="list-style-type: none"> <li>Assisting with the required information for month end reporting.</li> </ul>

<ul style="list-style-type: none"> <li>Manage the Direct Debit Instructions</li> </ul>	<ul style="list-style-type: none"> <li>Submit new direct debit instructions to the respective banks.</li> <li>Process direct debit payments.</li> <li>Maintain direct debit master file.</li> </ul>
<ul style="list-style-type: none"> <li>Assist with Inventory Management as required</li> </ul>	<ul style="list-style-type: none"> <li>Updating of Inventory items as required</li> </ul>
<ul style="list-style-type: none"> <li>Assist with Mail Distribution when required</li> </ul>	<ul style="list-style-type: none"> <li>Collect, open and distribute financial mail</li> </ul>
<b>Statistics</b>	
<ul style="list-style-type: none"> <li>Processing of statistics for organisational use</li> </ul>	<ul style="list-style-type: none"> <li>Monthly updating of statistics for reporting</li> <li>Monthly reporting of Meals on Wheels stats</li> </ul>
<b>Task Exchange</b>	
<ul style="list-style-type: none"> <li>Business continuation</li> </ul>	<ul style="list-style-type: none"> <li>Provide support and backup for Finance Officer and Finance Manager where required, to ensure timely delivery of departmental duties</li> <li>Communicate changes to process and procedures to the Finance Manager</li> </ul>
<b>Health, Safety and Wellbeing</b>	
<ul style="list-style-type: none"> <li>Recognises individual responsibility for workplace Health &amp; Safety under the Health and Safety at Work Act 2015</li> <li>Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>	<ul style="list-style-type: none"> <li>You understand and consistently meet your obligations under the organisations Health &amp; Safety policy/procedures</li> <li>Create an atmosphere where staff support each other, and workplace violence and bullying are not tolerated</li> </ul>
<b>Professional Duties – Self</b>	
<ul style="list-style-type: none"> <li>Identify areas for personal and professional development</li> <li>Actively seeks feedback and accepts constructive criticism</li> </ul>	<ul style="list-style-type: none"> <li>Training and development goals are identified and agreed with line manager annually</li> <li>Performance objectives are reviewed annually with line manager</li> </ul>
<b>Cultural Responsibilities</b>	
<ul style="list-style-type: none"> <li>Respect, sensitivity, cultural awareness is evident in interpersonal relationships.</li> <li>Our cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices</li> </ul>	<ul style="list-style-type: none"> <li>COHSL's Te Tiriti o Waitangi obligations are upheld</li> <li>Respect, sensitivity, cultural awareness is evident in interpersonal relationships.</li> </ul>
<b>Other Duties</b>	
<ul style="list-style-type: none"> <li>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience</li> </ul>	<ul style="list-style-type: none"> <li>You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness</li> </ul>

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date