

POSITION DESCRIPTION

Employment Agreement	Individual Employment Agreement
Position Title:	Accounts Assistant
Location:	Dunstan Hospital
Reports:	None
Reports to:	Finance Manager
Date:	January 2023

Our Vision

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

Purpose of Role

- To ensure the accurate and timely processing of the organisational financial transactions.
- To ensure the accurate and timely processing of the organisational statistics for reporting.
- To provide payroll and rostering support to the finance team.
- To assist in the accurate and timely processing of the fortnightly payroll.

LIVING CENTRAL OTAGO HEALTH SERVICES LTD VALUES

Proactively demonstrate COHSL values in all aspects of the role	<ul style="list-style-type: none"> • 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	Whakapono	Te Taukaea Takata

COMPETENCIES

Organisational Competencies

Role Model	Be ready to embrace change for the improvement of patient and whanau care. Be single minded and determined.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Integrity & Trust	Is widely trusted, recognises the importance of confidentiality and works with upmost discretion. Admits mistakes and does not misrepresent themselves for personal gain. Is seen as truthful with high levels of integrity.

Role Specific Competencies

Leadership and Motivation	Be action-orientated and motivating, have a proven collaborative approach to achieve innovative solutions to issues, adopt an open and supportive relationship with
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	management and the team, being involved with them in planning and decision making where appropriate.
Customer Service Orientation	Proactively develops customer relationships by making efforts to listen to and understand customers (both internal and external). Anticipates and provides solutions to customer needs, giving high priority to customer satisfaction.
Communication	Communication conveys an understanding of the context of the situation/circumstances. Presents information clearly in a language and style appropriate to the audience. Ability to listen.
Solution Focused	Uses rigorous logic and methods to solve problems with effective solutions. Uses initiative and develops innovative solutions.
Mobilise System Improvement	Contribute to a culture of continuous improvements; identify innovations and support their adoption.

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

PERSON SPECIFICATION

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

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

Knowledge and Skills	<ul style="list-style-type: none"> • Strong active listening skills • Effective relationship management experience with the ability to establish and maintain effective working relationships across all levels of an organisation, and externally • Time management skills, including the ability to manage conflicting and concurrent activities; and meet tight timeframes • 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 • Ability to work as a team of specialised individuals • Competent computer skills
Personal Qualities	<ul style="list-style-type: none"> • Commitment, personal accountability, integrity and sensitivity • Developed interpersonal skills, including ability to work effectively with people at all levels of the organisation. • Is adaptable and flexible – open to change • Has initiative and self-motivation with developed time management skills • Ability to problem solve • Is energetic and able to motivate others • Maintains a high level of confidentiality • Able to manage conflict

KEY RESULT AREAS	
Key Accountabilities	Examples of Successful Delivery
Financial Management	
<ul style="list-style-type: none"> • Management of Accounts Payable 	<ul style="list-style-type: none"> • Ensuring all invoices are processed each month. • Reconciling supplier statements and processing payable invoices accurately and timely.
<ul style="list-style-type: none"> • Assisting with Accounts Receivable 	<ul style="list-style-type: none"> • Invoice accounts receivable, receipt and bank all monies in an accurate and timely manner. • Following up on outstanding Accounts Receivable. • Assist the Finance Manager with the follow up of accounts identified as long outstanding. • Management of Direct Debit Instructions
<ul style="list-style-type: none"> • Cashflow Management when required 	<ul style="list-style-type: none"> • Processing of Credit Card transactions and monthly reconciliation • Reviewing bank account balances and maintain as per policy. • Cash handling and banking.
<ul style="list-style-type: none"> • Assist with Monthly Reporting 	<ul style="list-style-type: none"> • Assisting with the required information for month end reporting
<ul style="list-style-type: none"> • Manage the direct debit instructions 	<ul style="list-style-type: none"> • Submit new direct debit instructions to the respective banks • Process direct debit payments • Maintain direct debit master file
<ul style="list-style-type: none"> • Assist with Inventory Management as required 	<ul style="list-style-type: none"> • Updating of Inventory items as required
<ul style="list-style-type: none"> • Assist with Mail Distribution when required 	<ul style="list-style-type: none"> • Collect, Open and distribute financial mail

Statistics	
<ul style="list-style-type: none"> Processing of statistics for organisational use 	<ul style="list-style-type: none"> Monthly updating of statistics for reporting Monthly reporting of Meals on Wheels stats
Task Exchange	
<ul style="list-style-type: none"> Business continuation 	<ul style="list-style-type: none"> Provide support and backup for Finance Officer, Payroll Officer and Finance Manager, where required, to ensure timely delivery of department duties. Communicate changes to process and procedures changes to the Finance Manager.
Health, Safety & Wellbeing	
<ul style="list-style-type: none"> Contribute to the effective execution of COHSL's health & safety program Takes practicable steps to ensure personal safety and the safety of others while at work, in accordance with the COHSL's Health, Safety and Wellbeing policies, procedures and systems. Recognises individual responsibility for workplace Health & Safety under the Health and Safety at Work Act 2015 Effort is made to strive for best practice in Health and Safety at all times 	<ul style="list-style-type: none"> You understand and consistently meet your obligations under COHSL's Health & Safety policy/procedures You actively encourage and challenge your peers to work in a safe manner. Work towards creating an atmosphere where staff support each other, and workplace violence and bullying is not tolerated Effort is made to strive for best practice in Health and Safety at all times
Other Duties	
<ul style="list-style-type: none"> Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience 	<ul style="list-style-type: none"> You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.
Professional Development – Self	
<ul style="list-style-type: none"> Identify areas for personal and professional development Actively seeks feedback and accepts constructive criticism 	<ul style="list-style-type: none"> Training and development goals are identified and agreed with your manager Performance objectives are reviewed with your manager
Cultural Safety	
<ul style="list-style-type: none"> Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your day-to-day interactions with others. Honouring cultural diversity 	<ul style="list-style-type: none"> Respect, sensitivity, cultural awareness is evident in interpersonal relationships. Our cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices

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