

Summary

Position Title	Finance Manager
Employer	Hepburn Primary Health Care Pty Ltd
Classification	Level 8 (Health Professionals and Support Services Award)
Salary	Above award in the range \$30 to \$40 per hour plus 9.5% employer superannuation contributions (current award rate is \$25.27 per hour) Final salary negotiated based on skills and experience
Incumbent(s)	New Position - Vacant
Reporting to	Interim General Manager
Direct Reports	3 (including part time staff 1.25 FTE)
Employment status	0.3 FTE minimum (24 hours per fortnight with flexible hrs of work to be negotiated and worked over 2-3 days per week or 5 days per fortnight) 1 years fixed term (1/3/19 to 28/2/20)
Location	Based at Daylesford Clinic with occasional attendance at Trentham Clinic as required

Our Organisation

Springs Medical is a private GP owned organisation governed by a board of GP Associate Directors operating from sites in Daylesford and Trentham.

We employ and sub contract over seventy personnel on a day to day basis across GPs and GP Registrars, practice nurses, medical specialists, students, allied health professionals and administrative staff. We deliver over 55,000 occasions of patient care each year.

Our Vision

To achieve the optimum health of our community

Our Mission

To improve the health of the rural communities of Daylesford, Hepburn Springs, Trentham, and surrounding districts through comprehensive and sustainable primary health care by:

- Leading, engaging and collaborating with our community;
- Providing timely access to primary health care services including general medical practice, acute care and after hours services;
- Having a systematic approach to health promotion, disease prevention and chronic disease management;
- Providing a multidisciplinary team approach;
- Embracing education for the current and future needs of our communities.

Our Values

Reflect our purpose in delivering excellence in primary health care services and our commitment in meeting the complex health needs of our rural communities now and into the future including:

- Patient focused care: demonstrated excellence in patient care with a focus on accessible, adaptable and flexible service delivery;
- Privacy, integrity, honesty and respect: supporting and maintaining the highest level of confidentiality, fairness and equity, respect for diversity and honesty at all times;
- Community engagement: consult regularly with the community and recognise community needs;
- Sustainability: be a leading example in environmental responsibility and accountability by setting achievable and measurable goals;
- Accountability: defining and accepting responsibility and delivering on our commitments through fostering good governance, avoiding conflicts of interest and being effective and efficient in our organisational operations

1. Your Team

Under the direction of the Interim General Manager and working closely with the externally contracted accountant, the Springs Medical finance and payroll team ensures that all business and finance services, including banking and batching, payroll, accounts payable and receivable are delivered in a timely, accurate and efficient manner. In addition, the team is required to display and maintain a culture of courteous, friendly, seamless and efficient business service delivery. The team includes all payroll, finance and back office support roles, predominantly responsible for finance, banking and accounts matters.

The aims of the team include:-

- Delivery of quality and accurate finance and payroll services that ensures all compliance requirements are met on a day to day basis inc ASIC, ATO, AGPAL, and SRO.

- Delivery of business and finance services that adopts innovative and new system approaches
- Supports new initiatives that are considered best practice in small to medium sized businesses
- Supports and promotes the strengthening of a client centred customer service approach to finance and payroll services
- Operate within and promote Springs Medical policy, procedures and relevant guidelines especially privacy and confidentiality
- View all Springs Medical staff and associates including clinical and allied health professionals as clients requiring timely and quality support, advice and information.

2. Your Role

The Finance Manager role to ensure efficient, timely and accurate payroll services, accounts payable and receivable, reconciliation of banking and other accounts matters.

The role provides supervision and guidance to the team as a whole and assists individuals with ensuring training and support to ensure they can effectively deliver adequately on their responsibilities.

The role will also work as a supportive collaborator with the Springs Medical reception and administration team, that supports and promotes a culture of team work and successful implementation of new initiatives and the delivery of exceptional standards of customer service, where privacy and confidentiality is maintained at all times.

The role is integral to achieving excellence in financial governance and therefore reports to the Interim General Manager and is also required to work closely with the Board of Directors, external accountant, and bookkeeper from time to time to ensure the financial governance of the business remains best practice, robust and sound. Accordingly the management of the business, finance and payroll systems including MYOB and Clock-on along with the production and digital storage of timely accurate financial and management reports are key responsibilities of the role.

You may be required to perform duties and deliver services at either the Daylesford and or Trentham locations of Springs Medical Centre including occasional weekend or evening sessions.

3. Key Responsibilities

Payroll

- Coordination of Payroll and Finance team to systematically deliver timely and accurately payroll (approx. \$2M+ p.a.) to Springs Medical workforce using computerised payroll systems (Clockon and MYOB)
- Tasks include processing of Zedmed and banking data for updating and generating excel spread sheet reports, raising of recipient created tax invoices for doctor's contractor

payments, MYOB data entry, bank transfers, systematic generation, storage and filing (electronic and paper copies) of relevant records.

- Monitor and report Payroll to Budget variations monthly to senior management.

Accounts Payable and Receivable

- In line with policy and procedure and electronic bank authorisation policy coordinate and supervise all monthly and where relevant fortnightly accounts payable (approx. \$3M+ p.a.) and receivable tasks transactions.
- Coordinate petty cash system and data entry

Financial Reporting

- Provide day to day financial support working closely with the IGM including assistance in preparation of annual Budgets
- Preparation of Monthly Board Reports – including KPI Reports, P&L, Actual to Budget Variation reports and Account balances
- Preparation and lodgement of quarterly BAS, Superannuation and PAYG instalments (may be optional and could be outsourced to external accountants / bookkeeper where some preliminary reports and data is prepared)
- Preparation of preliminary information and data collection to assist EOY Financial Reporting for external accountant
- Preparation of EOM Management Fees, profit, teaching and after hours distribution(s)

Record Keeping

- Ensure all-Springs Medical finance and payroll records are stored and maintained accordingly to standard Privacy, ATO and ASIC requirements for businesses and companies

Banking

- Point of contact for MFI including regular monitoring and review existing Bank Authorities
- Ensure the accurate completion of all bank reconciliation processes for all Medicare batches and Springs Medical Bank Accounts in the accounting system(s) used for financial reporting (currently MYOB)
- Complete other bank reconciliations as required and as directed
- Monitoring of Company cash flow – reporting to IGM budget to actual variations

Staff Coordination, Team Work, Standards of Conduct and Initiative

- Work collaboratively across all Springs Medical Teams
- Treat all Springs Medical colleagues, patients and visitors with respect and courtesy at all times. At all times, demonstrate a high level of team work, support, engagement and communication within the team. Show a capacity for initiative and working independently while taking direction for supervisors and managers when required.
- Maintain awareness and support equitable service delivery to diverse individuals and groups including cultural awareness
- Provision of supervision and leadership including performance management, training and support of the finance and payroll team. Currently the team comprises three experienced and well trained part time staff working a minimum of 114 hours per fortnight.
- Work as an inclusive member of the finance and payroll team including appropriate mentoring and guidance to junior members of staff.
- **Work closely with senior management regarding updates to Employment Law**
- Undertake all duties at all times in a positive, proactive and diligent manner, with honesty and integrity
- Maintain absolute confidentiality regarding employee, contractor, patient and practice information.
- Behave ethically and always be professionally presented, friendly, courteous and obliging. Represent the practice in a confident and positive manner at all times internally and externally.
- Advocate Springs Medical Policy and procedure relating to the coordination of emergencies, handling complaints, Medicare & health funds, basic infection control and safe handling and disposal of medical waste and empower Payroll and Finance Team members to do the same.
- Demonstrate commitment to ongoing professional development including an interest in adapting new tools and techniques to improve efficiency and effectiveness of payroll and finance tasks.

Other

- Other relevant duties as directed by the Interim General Manager, or members of the Leadership Team from time to time
- Ensure participation in a minimum of 3 continuing professional development sessions per year

4. Risk, Accreditation and Occupational Health and Safety

- 4.1 Comply with Springs Medical O&HS policies and procedures

- 4.2 Take reasonable care for the safety of your own health and safety and that of other people who may be affected by your conduct in the workplace
- 4.3 In conjunction with Springs Medical Management coordinate and implement best practice in OH&S policy and procedures
- 4.4 Together with Springs Medical Management lead and participate in meetings, training and other occupational health and safety activities
- 4.5 Contribute to the maintenance and implementation of standard and customised risk management and occupational health and safety policies and procedures
- 4.6 Together with Springs Medical Management, contribute to the development and maintenance of effective systems, policies and procedures to ensure SMC maintains RACGP Accreditation

5. Key Selection Criteria / qualifications, experience, knowledge and skills

Mandatory:

- 5.1 Relevant tertiary qualifications in finance, accounting, or commerce or equivalent experience and professional registration or accreditation
- 5.2 A minimum 3 years experience in a similar role i.e Finance Administrator or Management Accountant
- 5.3 Demonstrate training and/or experience in operation of MS Office inc excel, word and outlook, MYOB including payroll and accounts payable and receivable, Clockon Payroll, medical software, email and internet or ability to acquire same
- 5.4 Demonstrated ability to process, reconcile and report payroll and financial data in a timely and accurate way
- 5.5 Demonstrated customer focused (including to internal staff and contractors) and patient-focused approach in service provision with genuine empathy and interest in their needs.
- 5.6 Demonstrate exceptional interpersonal and communication skills
- 5.7 Demonstrate capacity to work cooperatively and independently in a team environment
- 5.8 Demonstrate ability to prioritise and organise, with attention to detail and vigilant attitude to accuracy.
- 5.9 Training and/or experience in operation of office equipment (phone system, fax, scanner, photocopier, shredder)

Additional requirements:

- 5.10 Availability for weekend and evening work or training as required.
- 5.11 Current Victorian Driver's License and access to a private vehicle.
- 5.12 Appointment and ongoing employment is subject to satisfactory police records check (for new employees only)
- 5.13 Evidence of completion of CPR within 12 months of employment start date

Desirable:

- 5.18 Finance experience in the health and medical industry

Declaration:

I, _____, acknowledge that I have read and understood the Finance Manager Position Description which forms part of my employment contract from the date of issue.

I accept that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements.

Employee | Date

This Position Description is approved by

Interim General Manager Emma Johns | HR Director Dr Greg Stewart

Date