



## **Accounts Officer (Dubbo)**

Thank you for your enquiry.

This Information Pack is designed to inform you about the organisation and the role, identify the selection criteria we will be using to select the right candidates, and explain the application process. If you have any questions about this position after you have read this document, please contact Peter Bonnington on 1300 699 167.

The Western NSW Primary Health Network (WNSW PHN) is an independent, not-for-profit organisation funded by the Commonwealth Department of Health and plays a pivotal role in supporting GP General Practice and Primary Health Care services to better meet the health needs of the community and patients. WNSW PHN is an agile and high performing organisation that responds to the identified needs of the community, Commonwealth and State health policy, and the development needs of primary health care providers.

The WNSW PHN works with a range of primary health care oriented councils and clinical service providers to plan and fund programs based on the health needs of the region in order to better connect local health services to meet local health needs.

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## **Position Advertisement**

### **Accounts Officer Dubbo**

**Part-time maximum term contract until 30 June 2018  
(with possibility of further extension)  
30 hours per week**

The Western NSW Primary Health Network (WNSW PHN) is one of 31 Primary Health Networks across Australia established by the Australian Government to support frontline health services. Our focus is to increase the efficiency and effectiveness of primary health care, ensuring people receive the right care in the right place at the right time. To achieve this, we work closely with general practice, other health care providers, Local Health Districts, hospitals and the broader community to align services with the health needs of the region.

The Accounts Officer provides essential financial services to the organisation including processing payroll, accounts payable and other general tasks. Working as part of the Corporate Services team, the role also assists the Finance Manager in the processing and preparation of financial information.

The successful applicant will possess the skillset and experience to:

- Maintain and administer the organisation's payroll and timesheet systems

- Reconcile and process payroll costing journals, PAYG Payment Summaries, monthly superannuation payments, IAS payments and debtors
- Processing of creditors payments
- Preparation of invoices
- Assist the Finance Manager as required

We pride ourselves on being supportive and flexible and offer a great range of benefits including:

- Generous salary packaging up to \$15,900 per year
- Professional development opportunities
- Flexible working arrangements
- Supportive team environment
- Collaboration with passionate likeminded professionals
- Additional leave between the Christmas and New Year period
- Opportunities to be innovative

For an outline of responsibilities, selection criteria and information on how to apply, please refer to the Employment tab in the 'About Us' section of our website [www.wnswphn.org.au/about-us/employment](http://www.wnswphn.org.au/about-us/employment)

**Applications close Tuesday 24<sup>th</sup> October 2017**

## **Guidelines for Applicants**

These guidelines aim to assist you in submitting applications for advertised vacancies with the Western NSW PHN.

### **Applying for a position**

The following may assist you in preparing your application:

- Obtain and carefully read the Information Package for the position of interest.
- Conduct some initial research on the organisation by browsing the website and reading key resources.
- If you need to, seek clarification or additional information on the organisation and/or the position.
- Decide whether you possess, and can demonstrate your skills, experience, knowledge and ability against the selection criteria.
- When addressing the selection criteria, provide examples to demonstrate and substantiate your claims. Examples should outline a situation, identify the action you took and summarise the subsequent result. Keep your response to no more than two pages, plus your Resume/Curriculum Vitae (CV).

- Be aware of the closing date and where and how to lodge your application (for details see below). If, for any reason you cannot submit your application by the closing date, you should ring the contact officer to see if a late application will be accepted.
- If you require any special arrangements (e.g. wheelchair access, hearing or visual aids, etc) to assist you to attend an interview, please discuss these with the contact officer when the interview is being arranged.

### **What you need to include in your application**

The WNSW PHN uses a streamlined approach to recruitment. All applications require:

1. A cover letter introducing yourself and outlining your interest in the position
2. Statement addressing each of the Selection Criteria (as listed on the last page of this document)
3. Resume/Curriculum Vitae (CV) that should include information about:
  - a. contact details including telephone number and email address
  - b. education/qualifications
  - c. an employment history summary including (for each position):
    - i. the employer
    - ii. start and finish dates
    - iii. your position/title
    - iv. your responsibilities and achievements in the position
  - d. a summary of your skills
  - e. professional memberships
  - f. the names of two work related referees (must be work related and senior to the position you hold), and other relevant information that will support your application not covered elsewhere.
4. Any other supporting documentation, e.g. copy of your qualifications

### **Submitting your application**

Applications should be submitted via email (by the closing date and time) to:

[hr@wnswphn.org.au](mailto:hr@wnswphn.org.au)

or posted to:

Human Resources  
 Western NSW PHN  
 First Floor,  
 187 Brisbane Street  
 PO Box 890  
 Dubbo NSW 2830

# Position Description

Position Title:	Accounts Officer
Position Location:	Dubbo
Position Reports To:	Finance Manager
Team:	Corporate Services
Contract Type:	Part Time Maximum Term
Industrial Instrument:	Western Health Alliance Ltd Enterprise Agreement 2017
Position Classification:	TBC
Delegated Authority:	As defined in the Delegations Policy

## Position Purpose

The Accounts Officer provides essential financial services to the organisation including processing payroll, accounts payable and other general tasks. The role also assists the Finance Manager in the processing and preparation of financial information.

## Key Responsibilities:

### Payroll

- Maintain and administer the organisation's payroll and timesheet systems in accordance with organisational and statutory requirements
- Timely processing of fortnightly and monthly payroll, including;
  - relevant travel and other payroll reimbursements and allowances
  - salary packaging deductions and related payments
  - other payroll related adjustments and payments as required
- Reconcile and process payroll costing journals into the finance system
- Reconcile and issue PAYG Payment Summaries annually within required timeframe
- Reconcile and process monthly superannuation payments within required timeframe
- Reconcile and process IAS payments with required timeframe
- Maintain all payroll records and ensure statutory requirements are met
- Provide reports and other information as required
- Ensure payroll processes are adequately processed mapped

### Accounts Payable

- Ensure all creditors' invoices are authorised in accordance with the Delegations Policy and processed for payment
- Prepare all creditor payments (EFT and cheque) on a fortnightly basis for review by the Finance Manager and/or Executive Manager Corporate Services
- Process payments via EFT and cheque as appropriate
- Reconcile company credit card statements and process related monthly journals

- Reconcile creditors GL with subsidiary ledger on a monthly basis
- Assist Finance Manager with the preparation of month end accruals listing

### Accounts Receivable

- Prepare invoices as required
- Reconcile debtors and prepare debtor ageing reports as required
- Follow up overdue accounts as directed by the Finance Manager

### General

- General assistance to Finance Manager as required
- Ensure all filing of related financial information is up to date and accurately maintained

Competency Framework (refer to WHAL Competency Framework)	
Core Competencies	Role Requirement Level
Analytical Thinking	<b>(3)</b> – <i>Sees multiple links</i>
Initiative	<b>(3)</b> - <i>Is decisive and takes accountability in situations that call for prompt direction</i>
Customer Focus	<b>(3)</b> – <i>Takes personal responsibility for customers</i>
Learning Orientation	<b>(3)</b> – <i>Implements plans to ensure long term knowledge and capability</i>
Results Focus	<b>(3)</b> – <i>Improves overall team performance</i>
Teamwork and Co-operation	<b>(3)</b> – <i>Values others input</i>

### General Responsibilities:

- Demonstrate a commitment to WNSW PHN's vision and values.
- Respect confidentiality in line with the Privacy Act 1988 and related policies and procedures.
- Be aware of and adhere to WNSW PHN's policies and procedures.
- Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.
- Undertake continuing professional development as required to ensure job skills remain current.

- Attend and participate in out-of-hours meetings and functions as required.
- Actively participate in staff development activities.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment utilised in the office.
- Undertake other duties commensurate with the role as required.

### Selection Criteria:

#### Essential

- Certificate III or IV in Business or Office Administration or equivalent experience in a similar role
- Demonstrated ability to:
  - develop and maintain effective relationships with key stakeholders
  - work autonomously with limited direction
  - work under pressure and meet deadlines
  - accurately process payroll, deductions, reimbursements and allowances
  - accurately process accounts payable and receivable
  - perform data base queries
- Proven high level attention to detail
- Competent in the use of accounting and banking software
- Competent in the use of Microsoft Word and Excel
- Proven high level attention to detail
- Competent in setting up and using payroll software packages

#### Desirable

- Diploma or equivalent in Business or Office Administration

### Special Conditions:

- Conditions of employment are governed by the industrial instrument specified in the first table, the Fair Work Act 2009, National Employment Standards, Western Health Alliance Limited Employment Contract and WNSW PHN policies and procedures.
- Out of hours work, on evenings and/or weekends, may be required from time to time for which flexible working hours may be negotiated with your Manager.
- Travel, including overnight stays, across the region within the WNSW PHN's boundary may be necessary from time to time. Occasional intrastate and/or interstate travel may also be required.

## Appointment Prerequisites:

- Verification of eligibility to lawfully work in Australia. You must be an Australian or New Zealand Citizen, a Permanent Resident of Australia or possess a valid Australian Working Visa to be employed by WNSW PHN.
- Certification of tertiary qualifications and professional membership (if applicable to role).
- Verification of current NSW Drivers Licence.
- Verification of comprehensively insured motor vehicle (if applicable to role).
- National Police check (if applicable to role).
- Working with Children check (if applicable to role).