

Position Description

Position title:	Financial Accountant (Accounts Payable)
Department:	Finance Department
Classification:	Administration Officer Grade 3 Year 1 (AO31 – AO35)
Agreement:	Victorian Public Health Sector and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2021-2025
Reporting to:	Manager Financial Accounting, Systems and Taxation

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers and articulate our culture and commitment to our community and each other.

Our vision is **'Creating healthier futures for women and babies'**. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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About the department/unit

The Finance Department brings a commercial perspective to business decision making and supports the Royal Women's business performance by providing the appropriate financial and business information and advice, as well as driving the organisation's business risk management program.

Position purpose

The Financial Accountant is responsible for accurate financial reporting, compliance with statutory requirements, and efficient management of the Accounts Payable function. The role supports month-end and year-end processes, taxation compliance (GST, FBT), and provides backup for key finance functions. This position combines leadership of the Accounts Payable team with core financial accounting responsibilities, offering opportunities for professional growth.

Key responsibilities

Accounts Payable Leadership:

- Manage and mentor Accounts Payable team members.
- Oversee supplier master data creation and maintenance.
- Ensure timely and accurate invoice processing and supplier payments.
- Process key interfaces.
- Validate documentation meets requirements of hospital policy.
- Reconcile Accounts Payable sub ledger to the General Ledger
- Monitor and report Accounts Payable KPIs and performance.
- Maintain compliance with GST and FBT requirements.

Financial Accounting:

- Prepare month-end journals and key reconciliations.
- Process month end interfaces for Patient Billing
- Prepare BAS and FBT returns.
- Provide backup for bank reconciliations, payroll and capital accounting.
- Support annual budget process.
- Support Finance team with data entry, review, analysis and support

Compliance and Process Improvement:

- Ensure adherence to organisational policies and procedures.
- Contribute to system upgrades and process enhancements.
- Liaise with cost center managers to resolve transactions issues
- Maintain Finance intranet and forms.
- Assist with implementation of financial software.

Other:

- Support quality care through being part of a team that is technically strong in financial accounting, has strong analytical interpretive and advisory skills and possesses a strong customer focus
- Build and maintain working relationships with a range of internal and external stakeholders, responding to and resolving problems as required.
- Project lead with specialist knowledge for system implementation and improvements to financial systems
- Undertake project work as required.
- Assist with all other duties as required.

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Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position and will include:

- Timely entering of invoices in compliance with taxation requirements
- Accurate payment of invoices within cash flow requirements and supplier payment terms
- Adherence to month end and year end schedules
- Adherence to organisation policy and procedures
- Compliance with deadlines as outlined in the month end and year end timetable
- Resolution of all reconciling items on reconciliations achieved in a timely manner
- Ability to forge relationships with stakeholders

Key selection criteria

Experience/qualifications/attributes

Essential:

- Tertiary qualification in accounting
- ACA or CPA (or equivalent) qualification
- Demonstrated experience in leading an Accounts Payable Team working in tight deadlines
- At least three years' experience with Great Plains
- Experience managing asset portfolio, including capitalisation, disposal, revaluation
- Advanced skills in reconciliation
- Intermediate skills with Excel, Access, Word
- Experience using Long Service Leave and Annual Leave models in compliance with Accounting standards
- Experience reviewing documentation for GST and FBT compliance in accordance with organisation policy
- Demonstrated experience preparing BAS and FBT returns
- Skilled user of Magiq, Merlin and EFTsure
- Experience updating intranet web sites
- Experience creating and maintaining forms in Snapforms
- Experience with responding to audit requests and practices
- Demonstrated experience implementing and managing change
- Experience with the requirements of the Victorian Policy and Funding Guidelines for Hospitals
- Demonstrated experience with monthly reporting to Department Health using Calumo
- Demonstrated experience implementing financial systems and process improvements
- Demonstrated experience project managing improvements to processes and systems
- Previous Victorian health experience
- A passion to pursue a career in health
- Who is curious
- Has great customer skills
- Exceptional organisational skills and attention to detail and
- Excellent verbal and written communication skills
- Required to be on site 5 days a week

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Desirable:

- Familiar with Tableau and Department Family Fairness and Housing grant website

Organisational relationships

Internal relationships

- Chief Financial Officer
- Manager Finance
- Manager Financial Accounting, Systems and Taxation
- Manager Business Advisory Services
- Senior Financial Accountant.
- Financial Accountants
- Other Finance staff.
- Cost Centre Managers

External relationships

- Internal and External Auditors
- External Service Providers

Direct reports: 1

Inherent requirements

Inherent requirements are the essential tasks and activities that must be conducted to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon, and night	N/A
Sitting – remaining in a seated position to complete tasks	Prolonged and Constant
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type even, vinyl, carpet,	Occasional
Lean forward/forward flexion from waist to complete tasks	Rare
Trunk twisting – turning from the waist to complete tasks	Rare
Kneeling – remaining in a kneeling position to complete tasks	N/A
Squatting/crouching – adopting these postures to complete tasks	N/A
Leg/foot movement to operate equipment	N/A
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	N/A
Lifting/carrying – light lifting and carrying less than 5 kilos	Rare
– Moderate lifting and carrying 5 – 10 kilos	N/A
– Heavy lifting and carrying – 10 – 20 kilos.	N/A
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Rare
– moderate push / pull forces 10 – 20 kg	N/A
– heavy push / pull forces over 20 kg	N/A
Reaching – arm fully extended forward or raised above shoulder	Rare
Head/neck postures – holding head in a position other than neutral (facing forward)	Rare
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Occasional
– Gripping, holding, twisting, clasping with fingers/hands	Occasional
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	
Sensory demands	Frequency

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Sight – use of sight is integral to most tasks completed each shift	Prolonged and Constant
Hearing – use of hearing is an integral part of work performance	Prolonged and Constant
Touch – use of touch is integral to most tasks completed each shift	Prolonged and Constant
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Prolonged and Constant
Problem solving issues associated with clinical and non-clinical care	Prolonged and Constant
Working with distressed people and families	N/A
Dealing with aggressive and uncooperative people	N/A
Dealing with unpredictable behaviour	N/A
Exposure to distressing situations	N/A

Definitions used to quantify frequency of tasks/demands as above

Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect, and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

Vaccination requirements

As this role does not have direct patient contact, employees are strongly encouraged (although not required) to be vaccinated against COVID-19, influenza, whooping cough (pertussis), chicken pox and MMR (measles, mumps, rubella).

Declaration

By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date:

Developed by:

Date of next review: (12 months from now)

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