

## POSITION DESCRIPTION

# Accounting Officer – Accounts Payable



**Health**  
Illawarra Shoalhaven  
Local Health District

Ref: DT24/62689

### Our CORE Values

Collaboration  
Openness  
Respect  
Empowerment



Organisation	NSW Health
Local Health District /Agency	Illawarra Shoalhaven Local Health District
Position Number	
Cost Centre	180988
Position Classification	Administrative Officer Level 6
State Award	Health Employees Administrative Staff (State) Award
Reporting to	Financial Transactions Co-ordinator
Does this role manage or supervise others?	N
Vaccination Category	B
Website	<a href="http://www.islhd.health.nsw.gov.au/">http://www.islhd.health.nsw.gov.au/</a>

## PRIMARY PURPOSE

This position is responsible for providing a range of administrative and financial support services in the areas of accounts payable and expense management.

This position will also support the wider Financial Transactions team on a daily basis and as and when required.

## COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course (2 doses) of a Therapeutic Goods Administration (TGA) approved or recognised COVID-19 vaccine (except for the Janssen COVID-19 vaccine which is approved by the TGA as a single dose primary course). New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an Australian Immunisation Register (AIR) Immunisation History Statement certifying the worker cannot have any approved COVID-19 vaccines available in NSW. A NSW Health agency may require further information about the medical contraindication (including but not limited to an Immunisation Medical Exemption form - IM011 form).

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

## RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use, including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.



At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/or health conditions.

## KEY ACCOUNTABILITIES

- Accounts Payable
  - Single point of contact for all accounts payable enquiries
  - Requisitioning, processing and progressing necessary invoices through appropriate approval channels in line with the Delegations Manual
  - Preparation of journal entries for District related expenditure as required
  - Generating reports including, but not limited to PO receipt reports, invoices on hold, small vendors
  - Managing the invoices on hold report and clearing as appropriate
  - Working towards achieving small vendor payment KPI of five working days or less
  - Raise any IntraHealth payables related invoices or transactions
  - Other administrative and clerical support services in all other aspects relating to invoicing and vendors as required
- Provide support and backup to the Accounting Officer – Travel, Pcards and Accounts receivable when required including during leave
- Prepare necessary journal entries when required for accounts payable.
- Completion of month end activities and reporting as required for this role.
- Support Finance team with project work as required and provide financial analysis, advice and support
- Develop and maintain effective relationships with all levels of staff and external stakeholders
- Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the District's CORE values, through demonstrated behaviors and interactions with patients/clients/employees.
- Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service.

## SELECTION CRITERIA

1. Relevant experience working in an accounting officer position and/or relevant health experience.
2. Excellent verbal and written communication skills, including the ability to draft documents and correspondence for senior staff.
3. Exceptional organisational skills with proven ability to successfully manage multiple tasks with competing priorities and deadlines concurrently in a pressured work environment.
4. Demonstrated experience in the use of Accounting Software such as Oracle and Powerbudget, or similar.
5. Demonstrated experience in the use of word processing, database and spreadsheet applications
6. An understanding of accounting principles.
7. Superior problem solving skills with an ability to interact and develop relationships with people at all levels to achieve results.
8. Demonstrated ability to work autonomously as well as collaboratively as part of a team.

## KEY CHALLENGES

- Planning and prioritizing high volumes of work with conflicting and critical deadlines.
- Establish effective working relationships across multiple internal and external stakeholders
- Maintaining current knowledge of the frequently changing policies and procedures.
- Attending to the wide variety of day to day administrative tasks.

## KEY RELATIONSHIPS

WHO	WHY
Financial Transactions Co-ordinator	To ensure service delivery is maintained and delivered in accordance with agreed plans and priorities.
ISLHD staff	To ensure service delivery is maintained and delivered.
HealthShare	Provide support and receive feedback on accounting administrative matters.
ISLHD customers and vendors	Provide advice and support when required for high quality customer service.

# JOB DEMANDS CHECKLIST

## Definitions

\* Denotes a critical requirement of the job

## Frequency

<b>I</b>	Infrequent – intermittent activity exists for a short time on a very infrequent basis	<b>C</b>	Constant – activity exists for more than 2/3 of the time when performing the job
<b>O</b>	Occasional - activity exists up to 1/3 of the time when performing the job	<b>R</b>	Repetitive – activity involves repetitive movements
<b>F</b>	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	<b>N/A</b>	Not applicable – activity is not required to perform the job

CRITICAL *	PHYSICAL DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	<b>Respirator use</b> - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials		X					
	<b>Sitting</b>	Remaining in a seated position to perform tasks				X		
	<b>Standing</b>	Remaining standing without moving about to perform tasks			X			
	<b>Walking</b>	Floor type: even/uneven/slippy, indoors/outdoors, slopes			X			
	<b>Running</b>	Floor type: even/uneven/slippy, indoors/outdoors, slopes						X
	<b>Bend/ Lean Forward from Waist</b>	Forward bending from the waist to perform tasks	X					
	<b>Trunk Twisting</b>	Turning from the waist while sitting or standing to perform tasks	X					
	<b>Kneeling</b>	Remaining in a kneeling posture to perform tasks						X
	<b>Squatting/ Crouching</b>	Adopting a squatting or crouching posture to perform tasks						X
	<b>Leg/ Foot Movement</b>	Use of leg and or foot to operate machinery						X
	<b>Climbing (stairs/ladders) Ascend/</b> descend stairs, ladders, steps, scaffolding		X					
	<b>Lifting/ Carrying</b>	Light lifting & carrying – 0 – 9kg		X				
		Moderate lifting & carrying – 10 – 15kg		X				
		Heavy lifting & carrying – 16kg and above						X
	<b>Reaching</b>	Arms fully extended forward or raised above shoulder		X				
	<b>Pushing/ Pulling/ Restraining</b>	Using force to hold/restrain or move objects toward or away from body						X
	<b>Head/ Neck Postures</b>	Holding head in a position other than neutral (facing forward)	X					
	<b>Hand &amp; Arm Movements</b>	Repetitive movements of hands & arms			X			
	<b>Grasping/ Fine Manipulation</b>	Gripping, holding, clasping with fingers or hands		X				
	<b>Work at Heights</b>	Using ladders, footstools, scaffolding, or other objects to perform work						X
	<b>Driving</b>	Operating any motor powered vehicle			X			

CRITICAL *	SENSORY DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	<b>Sight</b>	Use of sight is an integral part of work performance eg viewing of X-rays, computer screen				X		
	<b>Hearing</b>	Use of hearing is an integral part of work performance eg telephone enquiries				X		
	<b>Smell</b>	Use of smell is an integral part of work performance eg working with chemicals						X
	<b>Taste</b>	Use of taste is an integral part of work performance eg food preparation						X
	<b>Touch</b>	Use of touch is an integral part of work performance				X		

CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment) Assisting ↓	FREQUENCY					
		I	O	F	C	R	N/A
	<b>Distressed people</b> eg. emergency or grief situations		X				
	<b>Aggressive &amp; uncooperative people</b> eg. drug/alcohol, dementia, mental illness	X					
	<b>Unpredictable people</b> eg. dementia, mental illness, head injuries		X				
	<b>Restraining</b> Involvement in physical containment of patients/clients						X
	<b>Exposure to distressing situations</b> eg child abuse, viewing dead/mutilated bodies						X

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	<b>Dust</b> Exposure to atmospheric dust						X
	<b>Gases</b> Working with explosive or flammable gases requiring precautionary measures						X
	<b>Fumes</b> Exposure to noxious or toxic fumes						X
	<b>Liquids</b> Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						X
	<b>Hazardous substances</b> eg. dry chemicals, glues						X
	<b>Noise</b> Environmental/background noise necessitates people to raise their voice to be heard	X					
	<b>Inadequate lighting</b> Risk of trips, falls or eyestrain						X
	<b>Sunlight</b> Risk of sunburn exists from spending more than 10 minutes per work day in sunlight						X
	<b>Extreme temperatures</b> Environmental temperatures are < 15°C or > 35°C						X
	<b>Confined spaces</b> Areas where only one egress (escape route) exists						X
	<b>Slippery or uneven surfaces</b> Greasy or wet floor surfaces, ramps, uneven ground						X
	<b>Inadequate housekeeping</b> Obstructions to walkways and work areas cause trips & falls						X
	<b>Working at heights</b> Ladders/stepladders/ scaffolding are required to perform tasks						X
	<b>Biological hazards</b> eg. exposure to body fluids, bacteria, infectious diseases						X