

POSITION DESCRIPTION

Financial Accounting Team Leader



Health
Illawarra Shoalhaven
Local Health District

Ref: DT24/62696

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	Health Services Manager Level 3	
State Award	Health Managers (State) Award	
Reporting to	Manager Financial Accounting	
Does this role manage or supervise others?	Y	
Vaccination Category	B	
Website	http://www.islhd.health.nsw.gov.au/	

PRIMARY PURPOSE

Reporting to the Manager Financial Accounting, the Financial Accounting Team Leader directly contributes to the Local Health District meeting its financial management, statutory and reporting requirements including compliance with District policies and procedures.

This role is responsible for the effective and efficient operation of financial accounting activities for the District. The Financial Accounting Team Leader leads the General Ledger, Taxation, Restricted Financial Assets and Assets Accounting functions of Finance along with ensuring VMO and Staff Specialist accounting and business partnering is effective and efficient.

The position takes a leading role in defining the strategic direction and business goals of the Finance team and providing strategic advice and support to the District and Finance's stakeholders.

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

- Manage the District's Financial Accounting services with a particular focus on the General Ledger, Taxation, Restricted Financial Assets, Custodial Trust Funds, Asset Accounting, VMO and Staff Specialist functions to ensure compliance with all appropriate statutory, NSW Health and District policies and procedures and that processes and controls are effective in ensuring the reliability, integrity and accuracy of all financial information.
- Assist with the management of the District's Financial Accounting services to ensure District's strategic plans and objectives are achieved and robust systems are in place to ensure the integrity and accuracy of financial information being recorded and provided to the Executive, the Board, the Ministry of Health (the Ministry) and other relevant stakeholders.
- Lead the Financial Accounting team to ensure the accurate and timely processing of journals, preparation of detailed reconciliations, the timely investigation and resolution of complex accounting issues, the accurate and timely completion of monthly and year-end financial processes.
- Provide strategic advice and support to the Executive, the Board, the Ministry, District senior managers and Cost Centre Managers with respect to the District's financial information, policies, reporting and legislative requirements and complex accounting matters.
- Take a leading role in the District achieving the accurate and timely completion of external reporting requirements for accounting, including the month end close, monthly financial reports and early close and end of financial year.
- Lead the asset accounting service, including the maintenance of asset registers to ensure fixed assets are properly recorded and managed and adhered to by relevant staff, in accordance with accounting procedures, policies, and practices.
- Lead the business partnering for VMOs and Staff Specialists from a financial accounting perspective including VMoney claims management, VMO compliance, Staff Specialist's drawings, facility fees and level elections and other accounting and administrative activities. Provide strategic advice and support to stakeholders in relation to VMOs and Staff Specialists.
- The position holder contributes to the strategic direction of the LHD, requiring the building of strong and productive relationships with staff at all levels of the District, together with the ability to lead change and influence stakeholder groups.
- As a senior member of the Finance Directorate, take a leading role in defining its strategic direction and business goals. Assist in establishing and maintaining a solution-orientated culture and in fostering an environment of active communication and the use of collaboration tools to work effectively with staff, senior managers, and external providers to achieve positive outcomes.
- 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 tertiary qualifications in accounting, finance, economics, commerce, business or similar and full membership of an Australian professional accounting body.
2. Experience in working in a health organisation including sound understanding of contemporary health policy, strategies and issues and knowledge of Australian Accounting Standards and their application in the public health system.
3. Significant skills and experience in the use of a large financial management systems, such as Oracle and advanced skills in MS Excel and Word.
4. Demonstrated experience in performing complex financial analysis and using a solution-orientated mindset to provide recommendations or advice to key stakeholders to resolve or mitigate financial issues and/or and improve organisational performance.
5. Highly advanced and demonstrated skills in communication and the use of collaboration tools to effectively lead a team and work with staff, senior managers, and external providers to achieve positive outcomes.
6. Self-motivated and an ability to lead and motivate others with extensive experience and successful track record in managing a team involved in a complex range of accounting activities.

KEY CHALLENGES

- Leading a complex financial accounting team within an environment of increasing service demands within the parameters of a constrained financial base and a rapidly changing external environment.
- As a senior leader, establishing and maintaining a solution-orientated culture and fostering an environment of active communication and the use of collaboration tools to work effectively with staff, senior managers, and external providers to achieve positive outcomes.
- In collaboration with the Manager Financial Accounting, identifying, analysing and resolving complex financial accounting and management issues that may be central to the organisation's overall financial management and reporting requirements.

KEY RELATIONSHIPS

WHO	WHY
Execute and Senior Management, including Director Finance and Budget	Provides high level quality and strategic advice, reports and recommendations on matters relating to financial accounting.
Financial Accounting team	Manage three direct reports, to provides leadership, guidance, support and feedback to the Financial Accounting Team to ensure professional, accurate, quality and timely advice and services are provided to the District.
Ministry of Health	To work with the Ministry on financial accounting tasks and reports, ensure month end close is completed on time and participate in Ministry coordinated projects as needed.
District stakeholders	This role contributes to the operational and statutory obligations of the District and requires formation and maintenance of strong and effective relationships with senior managers and staff at all levels in the organisation, together with the ability to lead change and influence stakeholder groups.

JOB DEMANDS CHECKLIST

Definitions

* Denotes a critical requirement of the job

Frequency

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

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

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

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

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