

POSITION DESCRIPTION

Statutory Reporting and Compliance Accountant



Health
Illawarra Shoalhaven
Local Health District

Ref: DT24/62706

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 Statutory Reporting and Compliance Accountant directly contributes to the District meeting its financial management reporting requirements.

This position plays an important role in the financial management of the District through the effective management of all aspects of external reporting and compliance, including but not limited to leading the statutory year end process and external audit and ensuring compliance with Ministry of Health (Ministry) and other regulatory and compliance requirements.

This position will also be responsible for the review and implementation of accounting standards, financial policies and procedures and ensuring compliance within the Finance function.

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

- Preparation of the early close and annual financial statements including planning and co-ordination the year end process (including all associated returns and requirements)
- Lead the external audit of the annual financial statements including being key contact with NSW Audit Office
- Ensure compliance with Ministry of Health policies and District Finance Policies and Procedures
- Ensuring compliance with Australian Accounting Standards across the District including being the lead on any changes to Standards or implementation of new accounting standards
- Ensure all general ledger reconciliations, both prepared internally and externally are prepared and reviewed within required timeframes
- Review general ledger reconciliations to ensure completed to high quality standard and provide advice on areas for improvement
- Ensure Ministry milestones and Conditions of Subsidy reporting requirements are completed on time
- Apply expert accounting knowledge and professional judgement to investigate and resolve difficult accounting issues
- Assist the Manager Financial Accounting and the team members with other miscellaneous accounting duties as and when required.
- Review, evaluate and make recommendations concerning Policies, procedures, forms and other documents that relate to the Finance directorate.
- Review and provide advice on changes to external policy and legislative requirements that may affect the District's external reporting obligations.
- 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. Extensive accounting experience in a large health organisation including the preparation and review of detailed reconciliations and monthly financial reporting requirements
3. Extensive demonstrated experience in the preparation and review of detailed external reporting including recent experience with the preparation of Annual Financial Statements and associated work papers.
4. Demonstrated ability to develop good working relationships with internal and external stakeholders, in particular the Ministry of Health.
5. Demonstrated experience with process or systems redesign related to accounting and the ability to lead change programs.

6. Demonstrated high level written, verbal and interpersonal communication skills including report writing and financial analysis.

KEY CHALLENGES

- Contribute to organisational-wide reform to achieve improved performance and the alignment of financial systems and reporting.
- Manage key stakeholder relationships including Ministry and NSW Audit Office
- Manage external reporting in an environment of complex legislative and policy arrangements between State and Commonwealth governments, private insurers, and private and non-government health service providers.
- Utilise resources within the Finance team to achieve deadlines and milestones.
- Ensure required accountabilities are achieved within Statutory, Policy, Ministry of Health and District deadlines.

KEY RELATIONSHIPS

WHO	WHY
Director Finance and Budget	Provide support and advice on statutory reporting and compliance matters.
Manager Financial Accounting	Provide support and advice on statutory reporting and compliance matters, importantly leading the year end process.
Ministry of Health	Key contact regarding all legislative and policy requirements, including milestones and conditions of subsidy. Key contact relating to year end matters.
NSW Audit Office	Key contact in leading audit process and liaising with NSW Audit Office at year end.

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