

POSITION DESCRIPTION

Accounting Officer – Travel, PCards and Accounts Receivable



Health
Illawarra Shoalhaven
Local Health District

Ref: DT24/62700

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	http://www.islhd.health.nsw.gov.au/

PRIMARY PURPOSE

This position is responsible for providing a range of administrative and financial support services in the areas of staff travel, Pcards and accounts receivable.

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

- Travel
 - Assist District staff with correct completion, including approval process, of official travel packs
 - Assist with processing TESL applications
 - Support as required in arranging travel and accommodation
 - Support process of iExpense reimbursements relating to travel
 - Monitor the District travel email account to provide necessary assistance and support
 - Ongoing review, including at month end of appropriate GL coding in relation to travel
- Pcards
 - Provide support to District staff with all Pcard enquiries
 - Support and liaise with HealthShare Pcard Support team on all Pcard related matters
 - Regular review and provide recommendations in relation to Pcards that are dormant, not activated or not been used
 - Regular review of Pcard limits of all cardholders
 - Liaise with Procurement and Supply Chain on any Pcard related matters eg investigations
- Accounts receivable
 - Assist District staff with any accounts receivable related matters including training and support on raising invoices in SARA
 - Single point of contact for all HealthShare accounts receivable enquiries
 - Raise SARA invoices required for the District finance team and other teams as requested
 - Act as the SARA approval gatekeeper
 - Raise any necessary invoices as required for District finance and other teams as requested.
 - Raise any necessary IntraHealth debtors related invoices
 - Manage and process any refund requests.
- Provide support and backup to the Accounting Officer – Accounts Payable when required including during leave
- Prepare necessary journal entries when required for travel, Pcards and accounts receivable
- 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

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) Assisting ↓	FREQUENCY					
		I	O	F	C	R	N/A
	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