

FINANCE AND ADMINISTRATION OFFICER

POSITION DESCRIPTION

REPORTING

The Finance and Administration Officer will report to the Executive Officer.

GENERAL PURPOSE

To support the Executive Officer and administration team in the day-to-day running of Peel Health Care. The Finance and Administration Officer will assist with the financial and administration functions of the practice to ensure it runs efficiently and remains financially viable to be able to continue to deliver high quality care to patients.

RESPONSIBILITIES

Financial:

1. Processing and monitoring of sundry debtor invoices including monthly statements and debt collections;
2. Processing creditor invoices and payments;
3. Updating and maintaining debtor and creditor records;
4. Management of petty cash;
5. Fortnightly processing of Doctors and allied health payments;
6. Processing of internal bank transfers, as directed by the Executive Officer;
7. Assist the Executive Officer to prepare the monthly Income Activity Statement and quarterly Business Activity Statement;
8. Assist the Executive Officer with end of month processes such as account and bank reconciliations, accruals and prepayments.

Payroll:

1. Processing the fortnightly payroll and monthly superannuation payments;
2. Submit salary packaging deductions report and remit funds to salary packaging provider each fortnight;
3. Updating and maintaining payroll records;
4. Interpretation of awards and contracts in relation to overtime and allowances;
5. Assist the Executive Officer in the preparation and maintenance of employment agreements and records;
6. Ensure that workers compensation records are maintained and claims are processed in a timely manner.

Administration:

1. Assist the Executive Officer in monitoring and maintaining practice activities and records to ensure continuing eligibility for practice accreditation;
2. Coordination of Medical and Nursing Student Placements and Rostering;
3. Schedule staff and Board meetings, dates/times, prepare agendas and taking of minutes. Follow up on outstanding items from the meetings;
4. Coordinate catering of meetings, Christmas Party and event celebrations when needed;
5. Assist the Executive Officer and team leaders in the development and implementation of policies and procedures;
6. Update and modify existing organisational records and create new electronic records as required.

Other responsibilities:

1. Participate in meetings, staff training, development programs and performance appraisal;
2. Strictly observe the principals of confidentiality and security of patient notes and company information;
3. Comply with all EEO and WHS requirements including reporting of equipment failure and issues relating to Workplace Health and Safety;
4. Adhere to and encourage PHC Ltd Company values at all times.

SELECTION CRITERIA***Essential***

- Strong understanding of accounting and/or bookkeeping processes with a minimum 2 years' experience in a similar role
- Demonstrated payroll experience including award interpretation
- High level computer skills including proficiency in use of Excel, Word and Outlook as well as accounting and payroll software
- Proven multi-tasking, problem solving and time management skills
- Fast and accurate data entry with a strong attention to detail
- Demonstrated ability to self-motivate and use own initiative
- Current Working With Children Check or willingness to obtain

Desirable

- Qualifications in accounting, bookkeeping or payroll
- Experience in the health care sector
- Experience using MYOB AccountRight

Signed: _____

Finance and Administration Officer

Signed: _____

Executive Officer

Date: