

## Assistant Accountant – Accounts Receivable

Reports to      Financial Accountant  
Band            Band Classification Level 4, Health Purchasing Victoria Enterprise Agreement 2018

### Position summary

The Assistant Accountant – Accounts Receivable (AAAR) at HealthShare Victoria is responsible for supporting the delivery of finance and accounting practices and procedures as directed by the Financial Accountant. The AAAR will support the financial accounting function by preparing appropriate financial assessments, accounting records and other information, allowing senior management to make informed decisions. The AAAR will also assist with financial activities as and when required including the development of statutory financial reporting. The role is operational in nature and will be responsible in preparing and raising accounts receivable invoices for HealthShare Victoria. The role will also assist with the collection of outstanding invoices, addressing customer and employee queries, performing invoice reconciliations and other ad-hoc duties as required.

### Specific Duties and Accountabilities

#### Finance Reporting

- Assist with the completion of month end reporting including reconciliations, journal entries and creation of supporting working papers.
- Prepare journals for Accounts Receivable transactions.
- Assist with year-end audit and deliverables working with the Victorian Auditor General's Office
- Assist with and complete daily bank reconciliations within Oracle
- Review and update bank accounts were required. Liaise with HSV Bank in matters relating to the bank accounts
- Assist with the preparation of documentation for the internal and external auditor reviews.
- Assist the Financial Accountant with the preparation and related reporting and reconciling requirements of the monthly Business Activity Statement.
- Continually review and improve HPV's financial policies, processes and supporting documentation.

#### Accounts Receivable

- Ensure all customer invoices are processed accurately and in accordance with agreed KPI's and Accounts Receivable procedures.
- Ensure full adherence to relevant policies and procedures.
- Ensure that all telephone and e-mail queries received from customers and internal stakeholders are actioned in a timely manner.
- Prepare monthly reports for management:  
Including but not limited to debtors' Aged Analysis; debtors' collection days; debt collection agency matters; potential doubtful and bad debt details

Prepare internal reports in accordance with departmental and organisational requirements

Ensure that month end reconciliations and related analysis & reporting is conducted efficiently and to agreed deadlines

- Perform customer statement reconciliations monthly to ensure data integrity of the sub-ledger.

## **Leadership**

- Foster a workplace culture that is consistent with HSV's organisational culture emphasising organisational values.
- Maintain strong lines of communication, both formal and informal, with SLT, ELT and key HSV stakeholders to ensure the smooth operation of the organisation.
- Support organisational change and growth as requested to assist HSV in fulfilling its legislative functions in line with its Strategic Plan.

## **HSV Values and Cross Functional Collaboration**

- Establish and maintain strong working relationships with key individuals and groups across HSV's stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HSV's values.
- Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding.
- Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.
- Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting.
- Uphold HSV values:
  - We are customer-focused; we focus on customer and patient outcomes
  - We keep it simple; we strive for efficient and effective ways to achieve our goals
  - We are collaborative; we work as a team toward common goals
  - We take responsibility; we challenge the status quo. We are responsible for our behaviours, actions, and results
  - We inspire confidence; we do the right thing. We are open, honest, and trustworthy

## **Data Security**

- Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to a Manager or the IT Operations team.

While the principal duties of this position are as above, the Assistant Accountant – Accounts Receivable may be required to undertake other duties from time to time.

## Qualifications and Experience

### Academic

- Tertiary qualification in Accounting, Commerce, Business or equivalent.
- Working towards or completion of Chartered Accountant program or Certified Practising Accountant.

### Experience

- Significant experience in an Assistant Accountant – Accounts Receivable position and understanding of accounts payable issues
- Oracle experience – preferable
- Proven knowledge of standard Accounts Receivable practices and procedures
- Excellent interpersonal skills, including an ability to acquire information and influence others with diplomacy, tact and discretion and to engage internal and external stakeholders at all levels with respect and confidence.
- Ability to work as a member of a team and collaborate effectively with internal and external stakeholders, as well as the ability to work in a self-directed manner, take initiative, and work independently when required.
- Strong analytical and problem-solving skills including the ability to identify issues and develop solutions.
- Outstanding organisational skills including the ability to manage and prioritise multiple concurrent tasks, meet tight deadlines and to work in an independent, flexible manner where required.
- Excellent written and verbal communication skills with the ability to engage with a broad range of stakeholders (both internal and external) both in the provision of information, support and advice
- Demonstrated customer service/administrative experience
- Excellent working knowledge across the Microsoft Office suite with advanced skills in Microsoft Excel
- Proficiency in the use of Windows based applications (particularly spreadsheets and databases)

### Personal attributes

- Highly developed interpersonal skills and demonstrated ability to communicate effectively. Ability to work closely with other team members and to engage stakeholder, both internal and external.
- Ability to work within a high-volume transaction and diverse business environment
- Excellent time management skills, flexibility, and an ability to work unsupervised and under pressure
- Excellent attention to detail with high quality data entry and typing skills
- Strong ability to manage multiple clients at one time with a strong focus on high service delivery standards
- Ability to foster collaborative working relationships
- Self-motivated and pro-active achiever able to meet deadlines
- Task oriented with a strong ability to work autonomously
- Able to uphold ethical standards and values, and to act with integrity.