

Reports to	Head of Financial Control
Direct reports	Assistant Accountant
Band classification	Level 5, HealthShare Victoria Enterprise Agreement 2023
Date approved	1 July 2024

1. HealthShare Victoria

HSV was established on 1 January 2021 as a commercially oriented independent provider of supply chain, procurement and corporate shared services to Victoria's public health sector.

HSV's purpose is to partner with Victoria's public health services and suppliers to support better value for the public health sector and better outcomes for their patients.

Our focus is on the end-to-end supply chain needs of health services, including operating the State Supply Chain, to ensure Victoria's public health services have access to goods that may be in higher demand or difficult to access. Under the Health Services Act 1988 (Vic), we administer compliance-related functions, and work with health services to assist them in meeting compliance and probity obligations.

As a customer-focused service organisation, we concentrate on providing services that our public health service customers can rely on, and our work supports our health service customers in delivering safe, high-quality and sustainable healthcare for all Victorians.

2. Position summary

2.1 Reporting to the Head of Financial Control the Financial Accountant is one of the key leaders in the Financial Control team, creating a centre for financial expertise and accounting excellence that can respond to HSV's growing and diverse needs.

The role coordinates organisation-wide reporting for both internal and external stakeholders, enhancing business processes and supporting effective decision making. The role is operational in nature and will work closely and collaboratively with the Head of Financial Control, Finance Business Partners and the Senior Leadership Team (SLT) to ensure effective and efficient financial processes are being employed.

Key responsibilities include:

- a. Preparation of month-end financial results.
- b. Completion of analysis to support the presentation of financial results.
- c. Compiling and submitting all financial reports in HeART (as required by the Department of Health (DH)).
- d. Compiling data for ATO reporting including but limited to BAS lodgement and the annual FBT return.
- e. Responding to financial inquiries by gathering and interpreting data.
- f. Examining financial records to ensure accuracy.
- g. Creation, editing and maintenance of all HSV leases in BDO Lead.
- h. Assisting with internal and external audits.
- i. Identifying opportunities for improvement of financial processes, supporting documentation and strengthening financial controls.
- j. Provide coaching and support to other finance team members, when required.

3. Specific duties and accountabilities

3.1 Finance Reporting

- a. Complete month-end accounts including reconciliations, journal entries, adjustments and creation of supporting work papers.
- b. Prepare monthly financial results for review by the Head of Financial Control that form part of the submission to the Board and Financial, Risk and Audit Committee (FAMRC).
- c. Develop and prepare reports and analysis to support the presentation of the financial results.
- d. Compile and submit all financial reports in HeART (as required by DH) by the deadline(s) given.
- e. Ensure that month-end reconciliations, analysis and reporting is conducted efficiently and to agreed deadlines.
- f. Complete and comprehend the monthly reconciliations of the inventory ledger to the general ledger, and the Supply Chain processing activities to the AR invoicing activities.
- g. Assist as required with the completion of Board and FARMC papers and reports.
- h. Ensure accurate integration between AP, AR and Stock systems and the FMIS system.

- i. Support the preparation of year-end statutory financial statements which comply with Australian Accounting Standards and Government requirements.
- j. Support the year-end audit and deliverables working with the Victorian Auditor General's Office.
- k. Compile data for ATO reporting requirements including BAS, annual FBT return and Payroll Tax.
- l. Creation, editing and maintenance of all HSV leases in BDO Lead, including maintenance of a master Lease Schedule.
- m. Provide support for the internal and external audits relating to Finance functions.
- n. Continually review and improve HSV's financial policies, processes and supporting documentation.
- o. Prepare internal reports in accordance with management, departmental and organisational requirements.

3.2 Business Reporting

- a. Ensure full adherence to relevant policies, procedures and processes around Financial Control.
- b. Ensure a timetable of regular reporting is developed and published, driving compliance to this timetable.
- c. Oversee the undertaking of financial viability assessments as part of the Procurement team's Invitation to Supply (ITS) events.
- d. Assist with other ad-hoc Financial Control requirements as required.

3.3 General Responsibilities

- a. Review the Assistant Accountant's work daily and weekly as/where required.
- b. Oversee purchase order and requisitioning process.
- c. Ensure all internal and external audit requests are actioned in a timely manner.
- d. Assist in any internal or external FMIS UAT.
- e. Contribute to the continuous improvement of HSV operations both formally through participation in work groups and projects and informally through discussion and ideas-sharing.
- f. Assist with Accountant and Assistant Accountant duties when leave is taken.
- g. Other duties as required.

3.4 Management

- a. Comply with relevant financial and non-financial authorities outlined in the Delegations of Authority instrument.
- b. Provide oversight and direction to direct report/s, supporting them in the successful delivery of their goal setting deliverables, workload prioritisation, performance and professional development needs.
- c. Drive the performance review process and the development of direct report/s through performance management and development processes, providing timely feedback through a context and framework that encourages employee contribution and encompasses goal setting, feedback and development planning.
- d. Provide direct management support to employees on matters relating to their employment including but not limited to training, leave and complaints.

3.5 Leadership

- a. Foster a workplace culture that is consistent with HSV's organisational culture emphasising organisational values.
- b. Maintain strong lines of communication with key HSV stakeholders to ensure the smooth operation of the organisation.
- c. Support organisational change and growth to assist HSV in fulfilling its legislative functions in line with its Strategic Plan.
- d. Empower employees to take responsibility for their roles through the delegation of tasks and encouraging accountability and regular feedback.

3.6 BeSafe

- a. Support the implementation of the BeSafe strategy to improve safety culture and outcomes across the business.
- b. Support the development of risk assessments and management of safety across HSV
- c. Help coordinate BeSafe activities, forums, and training to help create a robust safety culture at HSV.
- d. Actively engage with team members to communicate, educate, and facilitate awareness of risks and to mitigate adverse incidents and achieve positive safety outcomes.
- e. Promote Health and Wellbeing Committee (HAWC) initiatives across portfolio.
- f. Take reasonable care for your own safety and act in a safe manner to reduce risk to others.

- g. Work in accordance and cooperate with HSV BeSafe policies, procedures, and safe work practices. Attend any BeSafe activities, forums, and training to help create a robust safety culture at HSV.
- h. Report hazards, incidents, and injuries in a timely manner, and alert your manager or OHS/BeSafe committee member to any unsafe practice. Take part in actions to eliminate hazards.
- i. Take affirmative action to ensure your own safety such as wearing the required personal protective equipment, follow organisation COVID procedures, adhere to cleanliness requirements and take part in any required attestations.
- j. Seek information and advice, when necessary, when carrying out any new or unfamiliar work. Do not undertake work outside your skill set, knowledge, or licence.

3.7 HSV values and cross functional collaboration

- a. 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.
- b. Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding.
- c. 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.
- d. Develop skill levels of team members to ensure that functional requirements of Finance Systems can be met internally within the Finance Systems team and to ensure absences/employee departures can be appropriately covered.
- e. 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.
- f. Uphold HSV values:
 - i. Customer-centric; We work with our customer and put them at the centre of our decision making.
 - ii. Solutions-focused; We work together to find the best operational and commercial outcomes.
 - iii. Accountable; We do what we say we will do
 - iv. Respectful; We treat people the way we would like to be treated and work together in a safe, kind and honest way.
 - v. Open; We welcome new ideas and change as we continue to learn and grow.

3.8 Data security

- a. Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to the Head of Financial Control or the IT Service Management team.

3.9 Other duties

- a. While the principal duties of this position are as above, the Financial Accountant may be required to undertake other duties from time to time.

4. Qualifications and Experience Required

4.1 Academic

- a. Tertiary qualification in Bachelor of Business or equivalent.
- b. Qualified Chartered Accountant or Certified Practising Accountant.

4.2 Experience

- a. Proven experience in a Financial Accountant role, including the preparation of managing and completing monthly and annual financial statements including the preparation of statutory reports.
- b. Oracle e-Business experience preferable.
- c. 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.
- d. Strong analytical and problem-solving skills including the ability to identify issues and develop solutions.
- e. Strong 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.
- f. Strong 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 and support.
- g. Proven experience in driving process improvements, analysing financial results and communicating to senior management.
- h. Excellent working knowledge across the Microsoft Office suite with advanced skills in Microsoft Excel

- i. Proficiency in the use of Windows based applications (particularly spreadsheets and databases)

4.3 Personal

- a. Highly developed interpersonal skills and demonstrated ability to communicate effectively. Ability to work closely with other team members and to engage stakeholders, both internal and external.
- b. Ability to work within a high-volume transaction and diverse business environment.
- c. Excellent time management skills, flexibility, and an ability to work well under pressure.
- d. Ability to take direction and work unsupervised and with initiative to proactively identify improvements and implement.
- e. Strong understanding of financial processes and excellent attention to detail.
- f. Ability to complete analysis of figures and identify drivers, trends and issues.
- g. Ability to manage multiple tasks against clear quality and timing targets.
- h. Enthusiasm, energy, inquisitiveness, initiative and innovative thinking.
- i. A drive for excellence and professionalism.
- j. Able to uphold ethical standards and values, and to act with integrity.

4.4 Location(s) for Work

- a. Primary:
 - i. 11/50 Lonsdale Street, Melbourne, Victoria.
- b. Secondary:
 - i. Distribution Centre: Foxley Court, Derrimut, Victoria; and
 - ii. Distribution Centre: Ordish Road, Dandenong South, Victoria.
- c. As relevant the role may be required to “work from home” from time to time.