

Role description

Finance Officer

Cairns

Department:	Business Services
Location:	Cairns
Position type:	Full Time
Classification:	Level 6
Reports to:	Financial Controller
Direct reports:	Nil

Our values

Collaboration

We work together successfully by valuing, appreciating, and contributing as a team. We build collaborative strategic partnerships for the good of our community.

Equity

We work in a fair and non-judgemental environment where all views and opinions are considered equally. We treat all stakeholders the same and work to reduce inequalities in health for the most disadvantaged.

Innovation

We support an environment that fosters creative, innovative, and solution-focused ideas. We work in partnership with our stakeholders and encourage new, innovative, and creative working to solve complex societal problems.

Integrity

We are open and transparent in our decision-making and deliver on our promises.

Respect

We encourage and give people the opportunity to communicate by listening, acknowledging, and appreciating what they have to say in a supportive and professional manner. We act in a professional manner at all times to build strong relationships even in the absence of agreement.

Access

We support better and timelier access to primary health care by working collaboratively with multidisciplinary teams. We consider the financial, organisational, physical accessibility and acceptability, and social or cultural barriers that limit the utilisation of primary health care services.



Role summary

Reporting to the Financial Controller, the Finance Officer is responsible for providing proactive high-level and high-quality financial support and coordination to the Finance team.

Key responsibilities

Role specific

- Maintain the accounting system/s.
- Process all creditor invoices, analyse for accuracy, verify against contract milestones, and prepare payments and balance general ledger. Escalate queries to Financial Controller.
- Analyse creditor statements to ensure receipt of all invoices listed.
- Process credit card payments, reconcile to statements, and follow up missing source documents and incomplete information.
- Process debtor invoices and receipts, analyse for accuracy, and enter in general ledger.
- Provide support and assistance to the Senior Finance Officer in a wide range of finance and accounting functions to ensure adequate financial management of NQPHN. This can include, but not limited to, assistance in GL reconciliations, processing general journal entries, assistance in preparation of BAS and PAYG returns, etc. (Sufficient training will be provided to ensure staff can undertake these duties within working hours).
- Monitor accounts email and respond to staff queries in a timely manner.
- Maintain and abide by financial policies and procedures.
- Ensure financial information is appropriately filed and maintained.
- Assist in the development and maintenance of an asset register.
- Assist with the development, implementation, and review of policies, procedures, systems, processes, and templates to support the financial framework including procurement, contract management, data analysis, and contractor monitoring and evaluation. Provide training and guidance to staff.
- Assist in continuous improvement projects, including migrating financial data into SharePoint.
- Assist in payroll processing.
- Assistance in financial dashboards.
- Assist in the audit processes.
- Work effectively with the Finance and Procurement teams to meet financial obligations.
- Complete leave requests for ESP and Manager's Approval.
- Report non-compliance, financial risks, and other issues in a timely manner.
- Report on discrepancies.
- Management of confidential and private data.
- Ensure that the data is stored securely in line with NQPHN requirements.

Organisation wide

- Committed to “One PHN” and working collaboratively and engaging purposefully across the organisation, including the offices, teams, and functions.
- Ensure “best practice” processes across all areas of responsibilities.
- Comply with the organisation’s policies and procedures.
- Ensure the safety of yourself and others in line with the organisation’s WHS policies and procedures and the Workplace Health and Safety Act 2011.
- Perform other duties reasonably required as directed.

Key selection criteria

- At least three years relevant work experience – specifically in finance, preferably in a non-profit or health care industry.
- Good knowledge of Microsoft Word, Excel, and Outlook.
- Good knowledge of accounts payable.
- High attention to detail, in particular accuracy of data entry.
- Demonstrated experience supporting the preparation of schedules and reports for internal and external auditors.
- Demonstrated ability to prioritise and meet deadlines in a high demand work environment.
- Excellent interpersonal, communication (oral and written), and negotiation skills.

Other requirements

- Current Drivers Licence.
- Provide a National Police Check less than three months old.
- Be able to meet the requirements of a Working with Children (Blue Card) Qld if required.

Capability framework

NQPHN has a capability framework in place. This role has the following core competencies and expected levels.

Core competency	Standard
Teamwork and team leadership	<ul style="list-style-type: none">• Supports others in taking independent action.• Resolves issues that occur with minimal direction.• Invites and builds upon the ideas of others.• Assumes additional responsibilities to facilitate the achievement of team goals.• Actively shares knowledge among peers or offers advice to less experienced colleagues.• Effectively transfers acquired knowledge and expertise.• Demonstrates initiative in professional self-development.
Resource management	<ul style="list-style-type: none">• Manages the allocation of resources in relation to business needs.

Core competency	Standard
	<ul style="list-style-type: none"> • Manages the work plan, sets timelines and milestones, and involves stakeholders to deliver on time. • Provides advice on procedures and the use of resources.
Flexibility and continuous improvement	<ul style="list-style-type: none"> • Anticipates having to adapt work methods to changing technology and environments. • Considers problems from all new perspectives and can expand on the thinking or solutions proposed by others. • Adapts to new ideas and initiatives relevant to own area of work. • Understands and promotes the Organisation's business needs and policies for introducing change. • Is able to present the Organisation's priorities as they relate to own area of work. • Explains and convinces others of the need for adaptation and change of policies, structures, and methods.
Stakeholder engagement and communications	<ul style="list-style-type: none"> • Writes information coming from multiple sources in a logical and comprehensive, yet concise manner. • Combines information from various sources in a concise and consistent manner. • Makes sound use of graphics and tables to effectively present numerical data. • Actively nurtures both formal and informal contacts to facilitate the progress of work by proactively sharing information, best practices and respective interests and areas of expertise. • Identifies current or past contacts that can provide work-related information or assistance. • Fosters two-way trust in dealing with contacts (e.g. maintains confidentiality regarding sensitive information). •
Quality management	<ul style="list-style-type: none"> • Gain an understanding of quality management systems, so effective feedback on limitations can be provided. • Utilise quality management systems where provided by the PHN. • Provide feedback to line managers on utility of quality management systems.
Strategic thinking and innovation	<ul style="list-style-type: none"> • Provides a rationale for decisions, relating them to the overall goals. • Able to work on strategic activities within the team, either across the whole or within particular areas. • Actively contributes to strategic discussions. • Understands the organisation's current and future role. • Looks for opportunities for business improvement.
Governance and risk	<ul style="list-style-type: none"> • Ensures governance arrangements are being met. • Constructs formal reporting structures that are appropriate for successful partnerships. • Refers to key healthcare benchmarks in making recommendations.

Core competency	Standard
	<ul style="list-style-type: none"> • Has a working understanding of the legal governance of engagement with public and service users. • Identifies and manages risk. • Remains familiar with and adheres to all policies and procedures, including Workplace Health and Safety. • Contributes to a safe workplace.
Project and program management	<ul style="list-style-type: none"> • Ensures a clear project scope. • Develops effective project plans and cost schedules. • Calculates, relates, and responds to variances in schedule and costs. • Ensures effective project reporting. • Effectively manages project change using appropriate change control techniques. • Able to identify major and minor tasks for projects using a broad range of complex and technical tools. • Manages relationships of internal and external resources and interfaces with other groups. • Can identify and mitigate variations, changes, and conflicts. • Solves complex problems in own area even when not always clearly defined. • Resolves problems that may impact upon wider team/overall objectives. • Able to apply a broad range of complex, technical or professional risk tools in a wide variety of projects.
Commissioning	<ul style="list-style-type: none"> • Apply commissioning guidelines and framework. • Develop written, well-structured commissioning that clearly sets out business requirements. • Monitor Commissioning processes to ensure they are open, transparent, and effective. • Understand and participate in the commissioning process and ensure actions are in-line with the framework.

This position description contains a limited summary of the most frequently occurring tasks and responsibilities. In practice the employee can and will be entrusted with various other tasks and responsibilities that may also be of vital importance to the performance of his or her duties. The employee will properly execute these tasks and responsibilities and will not limit themselves to invoke the tasks and responsibilities exclusively summarised in this position description.