



## Financial Accountant

Department:	Business Services
Location:	Cairns, Mackay, Townsville, or remote
Position type:	Full time
Classification:	Level 9
Reports to:	Executive Director Business Services
Direct reports:	Nil

## Our values

	Values statements	Core commitments
 Collaboration	We connect co-operatively across boundaries to share ideas and achieve our goals together. <b>'We work together'</b>	I will work co-operatively across teams to achieve outcomes. I will connect with others to build trusting relationships. I will share ideas, knowledge, and resources.
 Leadership	We are empowered, inspired, and will step up to create a better future. <b>'We are all leaders'</b>	I will role-model positive behaviours. I will create opportunities to have a positive impact. I will take responsibility for contributing to NQPHN's culture and success.
 Integrity	We hold ourselves to the highest standards of ethics and professionalism. <b>'We do the right thing'</b>	I will be consistently ethical and trustworthy. I will display high levels of professionalism at all times. I will represent NQPHN with pride.
 Accountability	We own our actions, follow through on our promises, and live our values. <b>'We do what we say'</b>	I will follow through on my commitments. I will take ownership of my work and performance. I will be transparent and forthcoming with information.
 Respect	We hear, acknowledge, and value all people and voices, finding unity in our diversity. <b>'We are considerate'</b>	I will actively seek out and value different perspectives. I will treat all people with appreciation, dignity, and courtesy. I will be culturally informed and sensitive.



NQPHN acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. We also pay our respect to their Elders past, present, and emerging as the custodians of knowledge and lore.





## Role summary

The Financial Accountant is responsible for maintaining the financial records of Northern Queensland Primary Health Network (NQPHN) including providing accurate and timely financial reports, analysis, and recommendations to assist with effective corporate governance and decision-making. This role manages the Finance Team which undertakes the day-to-day finance and administration functions of NQPHN including accounts payable, accounts receivable, payroll, budgeting, financial acquittals, forecasting, and general office administration.

## Key responsibilities

### Role-specific

- Provide leadership and coordination for the Organisation's budgeting and forecasting processes including financial modelling, reporting, analysis and make informed recommendations based on this.
- Advise, support, and develop budget managers to help them understand and effectively manage budgets, forecasts, and financial management processes in their area of responsibility.
- Coordinate and deliver fit-for-purpose financial reporting and analysis to key stakeholders including managers, Executive, Board, the Finance Audit and Risk Management Committee (FARM), and funding bodies (e.g. Department of Health and Aged Care).
- Provide comprehensive financial reporting to NQPHN's Executive Team, identifying budgetary trends and financial forecasts.
- Provide advice, engage with managers, and lead discussions on financial planning and performance, including recommendations to the Executive Team on the allocation of financial resources.
- Provide support to the Company Secretary to meet its statutory financial reporting obligations.
- Ensure all internal/external regulatory compliance and audit obligations of the Organisation are met, including liaising and managing the relationship with external auditors, completion of annual audit, and reporting to the Board.
- Undertake regular cash flow monitoring and forecasting.
- Undertake reviews of service provider financial information as part of tender and ongoing contract management and make recommendations to relevant managers.
- Ensure that all financial obligations from awarded commissioned contracts are adhered to and that all required evidence is provided to support payment.
- Ensure that all Organisational policies and procedures are fully implemented and adhered to within your area of responsibility and meet the Organisation's requirements and legislation.
- Contribute to the continued development and improvement of finance management and reporting systems, environments, and policies which will deliver enhanced efficiency and effectiveness to the Organisation.
- Support staff to continuously learn, grow, and respond flexibly to changing circumstances.

## 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 Workplace Health and Safety policies and procedures and the Workplace Health and Safety Act 2011.
- Perform other duties reasonably required as directed.

## Key selection criteria

- Tertiary qualifications in Finance, Accounting, Business, and current certification as a Certified Public Accountant (CPA), plus a minimum of three years’ professional experience in commercial finance of a multi-departmental commercial organisation, including team management.
- Demonstrated experience with managing accounting functions including payroll, accounts receivable and payable, budgeting, and asset management.
- Demonstrated ability to analyse financial data and prepare high-level financial reports, statements, and projects for an Executive Team, FARM, and the Board.
- Well-developed problem-solving skills with a high degree of initiative and ability to produce timely and quality results.
- Experience supervising and/or preparing month and year end financial reports.
- High level of understanding and knowledge in the design and development of analytical and visualisation reports/concepts.
- Experience leading external and internal audit outcomes.
- Demonstrated competence in the use of a range of relevant software including Microsoft Office and accounting software such as Dynamics Navision and Sage MicroPay.

## 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	Skilled
Teamwork and team leadership	<ul style="list-style-type: none"><li>• Assumes accountability for work delegated to others (peers, team members, experts, etc.).</li><li>• Works with teams with complementary skills/expertise.</li></ul>

Core competency	Skilled
	<ul style="list-style-type: none"> <li>• Encourages people with opposing viewpoints to express their concerns.</li> <li>• Resolves conflict among team members sensitively and fairly.</li> <li>• Helps others learn from experience and development initiatives. Recommends readings, trainings, and other resources.</li> <li>• Continually acquires and applies new knowledge and learning to improve job performance.</li> <li>• Provides constructive feedback to others.</li> </ul>
Resource Management	<ul style="list-style-type: none"> <li>• Allocates and controls resources within own area of responsibility/scope of assignment.</li> <li>• Identifies needs for resources to effectively support current initiatives, services, and offerings.</li> <li>• Manages assignments' delivery process and deadlines.</li> </ul>
Flexibility and continuous improvement	<ul style="list-style-type: none"> <li>• Seeks best practices inside and outside the Organisation to anticipate change.</li> <li>• Stays open-minded and encourages others to bring new perspectives.</li> <li>• Stays aware of the organisational objectives and monitors current developments and trends that may affect implementation of organisational direction, programmes, or plans.</li> <li>• Helps others understand the strategic goals of the Organisation and how their work relates to these.</li> </ul>
Stakeholder engagement and communications	<ul style="list-style-type: none"> <li>• Writes on complex and highly specialised issues.</li> <li>• Conveys critical nuances and qualifiers to facilitate complete understanding of the material.</li> <li>• Evaluates current network for effectiveness and relevance to achieving strategic objectives within own area.</li> <li>• Identifies and creates opportunities to initiate new connections that will facilitate the achievement of strategic goals within own area.</li> </ul>
Quality management	<ul style="list-style-type: none"> <li>• Understands Quality managements systems, and their impact on organisational governance, as well as basic tenets of ISO9000.</li> <li>• Assists in the evaluation and monitoring of quality management systems.</li> <li>• Ensures staff are utilising quality management systems.</li> <li>• Collates and provide feedback to senior management on utility of quality management systems.</li> </ul>
Strategic thinking and innovation	<ul style="list-style-type: none"> <li>• Clearly communicates and operationalises the strategic vision.</li> <li>• Able to engage with the organisation as a whole and influence strategic decisions.</li> <li>• Leads team's strategic thinking.</li> <li>• Takes a long-term, evidence-based approach to decision making, and considers all consequences before acting.</li> </ul>

Core competency	Skilled
	<ul style="list-style-type: none"> <li>• Encourages creativity and innovation through continuous improvement.</li> <li>• Inspires others to contribute to strategic goals.</li> </ul>
Governance and risk	<ul style="list-style-type: none"> <li>• Communicates governance requirements clearly to ensure compliance.</li> <li>• Seeks and applies benchmarking/best practices to improvement strategy development or application.</li> <li>• Has a comprehensive understanding of the legal governance surrounding the engagement with public and service users and operates effectively within such parameters.</li> <li>• Models risk management.</li> <li>• Remains familiar with and adheres to all policies and procedures, including Workplace Health and Safety.</li> <li>• Ensures a safe workplace.</li> </ul>
Project and program management	<ul style="list-style-type: none"> <li>• Develops effective project plans and cost schedules.</li> <li>• Applies effective project controls to deliver complex projects or get projects back on track.</li> <li>• Ensures full visibility of project's financial performance.</li> <li>• Applies best practice program management experience.</li> <li>• Provides expert advice and facilitation on program tracking/reporting/assurance/quality control, information management, financial accounting, risk/issue tracking, change control and knowledge management/learning structured in ways that best meets program objectives.</li> <li>• Ensures appropriate program management information exchange occurs.</li> <li>• Takes responsibility for the work of others and allocation of resources.</li> <li>• Provides complete planning service utilising other resources.</li> <li>• Develops project strategies and optimises project execution within constraints of time and money.</li> <li>• Able to handle multiple projects with substantial personal autonomy.</li> </ul>
Commissioning	<ul style="list-style-type: none"> <li>• Ensures PHN activities and policy in relation to activities are in line with the Commissioning Framework.</li> <li>• Has responsibility for monitoring procurement and contract activities to align with the Commissioning Framework.</li> <li>• Promote the principles of the Commissioning Framework.</li> <li>• Implements effective commissioning activities to monitor provider, supplier, and contractor performance against the Commissioning Framework, including deliverables and outcomes.</li> <li>• Represent the Organisation in the resolution of complex/sensitive disputes with providers, suppliers, and contractors.</li> </ul>



*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.*