



Finance Officer

North and West Queensland Primary Health Care

“Primary health care excellence in rural and remote north and west Queensland”

North and West Queensland Primary Health Care, a member of the Australian General Practice network, is a dynamic, and evolving organization that continues to break new ground in the provision of health services to rural and remote north and west Queensland.

NWQPHC strives to maintain consistently high quality service delivery across its four main areas with office locations in Townsville, Mt Isa, Longreach and Normanton as well as remote clinics in the Diamantina (Birdsville and Bedourie) and McKinlay Shires.

NWQPHC offers attractive remuneration (salary range \$53, 000 - \$59, 000 dependent on experience), coupled with benefits such as generous salary sacrificing arrangements; professional development and flexible working conditions.

We are seeking a motivated Finance Officer who has:

- Experience in accounting procedures such as processing creditors to payment stage, general ledger reconciliations, BAS returns and payroll preparation and processing
- Experience in end of month, end of financial year and audit processes

Application information can be obtained from Trina Matthews, Team Leader on 4781 9300 or email trinam@nwqphc.com.au from Tuesday 24th.

Written applications should address the selection criteria, include a resume, covering letter and contact details for three current referees and be forwarded to Trina Matthews, Team Leader, NWQPHC, PO Box 8056, Garbutt BC Q 4814 or via email to trinam@nwqphc.com.au by COB Friday 3rd February 2012.



North & West Queensland Primary Health Care

Position Description: Corporate Services

Corporate Services

Position Objective

Perform a range of financial and payroll functions in accordance with legislative requirements and approved policies and procedures.

Primary Responsibilities and Key Performance Indicators:

PRIMARY RESPONSIBILITIES	Key Performance Indicator (KPI)
1. To adhere to strict timelines and deadlines as required by funding bodies, tax office	Evidence of compliance of <ul style="list-style-type: none"> • Funding contract reporting requirements • ATO and ASIC reporting requirements • Meeting internal deadlines such as payroll and end of month reporting
2. To be at all times professionally responsible and accountable.	Evidence of professional conduct including: <ul style="list-style-type: none"> • Demonstrated compliance with organisational Code of Conduct • Demonstrated compliance with organisational Policies and Procedures • Demonstrated compliance with relevant legislation such as Workplace Health and Safety, Equal Opportunity and Anti-discrimination
3. To actively participate in professional development activities.	Evidence of active participation in professional development and annual performance review processes including: <ul style="list-style-type: none"> • Documented evidence of regular attendance and active participation in line management meetings • Completion of Professional Development activities in line with agreed goals and core duties • Evidence of information sharing with other staff where applicable • Documented evidence of active participation in annual performance review process
4. To work collaboratively within a multidisciplinary team.	Evidence of cross disciplinary, cross agency, innovative service provision and information exchange including: <ul style="list-style-type: none"> • Participation in relationship building/linkages, attendance at relevant meetings, participation in relevant projects etc
5. To actively participate in service evaluation and quality improvement activities	Evidence of participation in a variety of service evaluation and quality improvement activities including: <ul style="list-style-type: none"> • Working within a Quality Improvement Cycle



North & West Queensland Primary Health Care

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	<ul style="list-style-type: none"> • Participation in formal accreditation activities • Participation in regular and ongoing internal service improvement activities
6. Other reasonable duties as required.	<p>Evidence of flexibility in working role related to changing job requirements including:</p> <ul style="list-style-type: none"> • Willingness to take on activities or tasks that may fall outside of regular duties • Capacity to identify and/or respond to areas of need within the workplace in negotiation with Line Manager

Key Duties:

Key duties may include, but are not limited to the following:

- Process creditor invoices, including payment
- Process and maintain statutory payroll records, including reporting, superannuation, monthly journals and reconciliations.
- Reconcile balance sheet accounts monthly.
- Preparation of Business Activity Statement monthly.
- Invoicing debtors
- Preparation of HACC quarterly financial reports and annual financial returns
- Preparation of general ledger accounts to audit stage
- Prepare and process Board Member Payments
- Manage Telstra account
- Rental properties management
- Maintaining the Rural Health Innovations business transactions and reporting requirements
- Update and maintain asset register for all offices
- Liaison with insurance company re policy and/or claims
- Liaison with car dealers on replacement of motor vehicles
- Fleet Card ordering
- Unexpired Grants management
- Preparation of FBT information for submission to accountants
- Entering budgets into the accounting software package for the commencement of each new financial year.
- Ensuring all progress, quarterly, six monthly & annual financial reports are completed for review by Executive team and submission according to the relevant deadlines
- Ensure invoices for grant funding are raised in conjunction with reports and their deadlines
- Consult regularly with the Team Leader on matters requiring attention on operational problems or changes to procedures.
- Perform any other task as required to ensure the efficient operation of the office



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Reporting

This position reports to the Chief of Operations through the Team Leader.

Additional Information:

Salary package:

\$53336 - \$59662

Commensurate with qualifications and experience

Salary Sacrifice entitlement up to \$16049pa

Employer contribution to superannuation 9%

Annual leave loading 17.5%

Annual Professional Development allowance

Hours:

This position is 1.0 full time equivalent (FTE), based on a 76 hours per fortnight.

Location:

This position is based in Townsville

Criminal History Check:

All final applicants for this position will be asked to consent to a criminal record check. Please note that people with criminal records are not automatically excluded from applying for this position. Each application will be considered on its merits.

Selection criteria:

Essential

1. Demonstrated knowledge of accounting procedures including processing creditors to payment stage, general ledger reconciliations, BAS returns and payroll preparation and processing
2. Demonstrated “hands on” experience in end of month, end of financial year and audit procedures
3. Clerical, administrative and support skills of a high standard. Excellence in typing skills, demonstrated ability in the use of an accounting package, word processing/spreadsheet software packages
4. Communication skills of a high order incorporating the abilities of integrity, tact, maintenance of ethical conduct and confidentiality
5. Demonstrated ability to operate independently as well as participate in a multidisciplinary team.



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6. Demonstrated ability to work with people of diverse cultural backgrounds.
7. Current unencumbered Class 'C' driver's licence.

Desirable

1. An understanding of Divisions of General Practice / Medicare Locals and their role in the health system.
2. Commerce or Business related degree