

Position Description: Accounts Administrator

Business area: Finance

FTE: As per Conditions of Employment this is a part time role

Reports to: Accounting Manager



Our Purpose

Our Mission :

Excellence in health care within a culture of caring

Our Vision :

To be an innovative centre of excellence, where people choose to receive health care and people love to work.

Our Values:

Four core values:

- Do the Right Thing
- Aim for Excellence
- Caring for All
- Work Better Together

Position Objective:

- Support role for Accounts Receivable, Accounts Payable and Management Accounting.
- Oversee capital spending, including fixed asset and project ledgers.
- Communicate with clinical and non-clinical areas of hospital to capture and report information accurately.

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> • Accounting Manager • Assistant Accountant • Accounts Receivable Officer • Accounts Payable Officer • Revenue Officer • Purchasing department • Department Managers • Contracts Team 	<ul style="list-style-type: none"> • Suppliers of goods and services • Patients and their relatives • Surgeon secretaries



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Key Areas of Accountability:

Area of Accountability	Expected Results
Accounts Payable	<ul style="list-style-type: none"> • Invoices are approved and processed for payment through automated payment system. • Correct department and account code captured for all non-PO invoices. • Assist with reconciliation of supplier statements and follow up and correct any variances.
Accounts Receivable	<ul style="list-style-type: none"> • Assist with taking prepayments from patients and with providing estimates for surgical procedures as required from time to time. • Attend to patient or general queries regarding statement of account. • Prepare sundry invoices in Tech One Finance System at end of month or as required. • Assist with patient invoicing as required from time to time. • Assist with contract administration including invoicing and reporting. • Provide backup assistance for receipting and filing.
Fixed Assets	<ul style="list-style-type: none"> • Complete and commission new asset set ups on Tech One Finance System to accurately capture category, location, depreciation method and rate and cost centre. • Process depreciation at end of month. • Reconcile and report on fixed assets work in progress for projects. • Review of fixed asset register as part of audit from time to time.
Interpersonal Relationships/Teamwork	<ul style="list-style-type: none"> • Promotes harmonious working relationships within all staff members. • Contributes positively to the goals of the team and the organisation. • Communicates effectively, honestly, and openly with other team members. • Models St George's values.
Professional Development	<ul style="list-style-type: none"> • Participates in Tech One finance education, training events and in testing of software upgrades as required from time to time.
Quality Improvement	<ul style="list-style-type: none"> • Document and report any patient complaint or dissatisfaction honestly in accordance with the hospital's health and disability advocacy policy. • Participates in the development/review of policies and procedures as required.
Organisational Culture	<ul style="list-style-type: none"> • Promotes harmonious working relationships within the organisation. • Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for customer focus. • Maintains confidentiality in respect to all St George's operations, business, employees, clients, and patients.
Cultural safety and Te Tiriti o Waitangi To promote cultural awareness within St George's Hospital	<ul style="list-style-type: none"> • Understands and has knowledge of Te Tiriti o Waitangi and its implications for health. • Collaborates with colleagues regarding the integration of Te Tiriti o Waitangi principles of partnership, protection, participation and self-determination with Māori. • Displays a willingness to work positively with organisational strategies to improve patient outcomes for Māori • Promotes an awareness of cultural differences amongst staff and patients (e.g. beliefs, gender, sexual orientation or disability) and the impact that beliefs and values have on practice



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Health & Safety	<ul style="list-style-type: none"> • Reports accidents and untoward incidents occurring in the department. • Takes reasonable care for personal health and safety. • Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers. • Attends fire and evacuation lectures and participates in drills as required. • Participates in Health and Safety training as mandated by St George's from time to time.
Cyber Security	<ul style="list-style-type: none"> • Access computer software applications safely and in accordance with IT code of conduct. • Care is taken around keeping user passwords safe and confidential. • Any cyber incidents or perceived threats are reported immediately. • Complete regular cyber security training videos as required. • Abide by hospital's cyber security policy and procedures.
Other Duties	<ul style="list-style-type: none"> • Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NCEA Level 2 or equivalent 	<ul style="list-style-type: none"> • NCEA Level 3
Experience & Knowledge	<ul style="list-style-type: none"> • Experience with data entry, accounting packages and Microsoft Office Suite (Excel and Word), is essential. • Experience working as an account's administrator in payables and receivables and general ledger through to trial balance. 	<ul style="list-style-type: none"> • Experience working in a hospital environment.
Personal Attributes	<ul style="list-style-type: none"> • Excellent Interpersonal and communication skills • Attention to Detail • Organised • Flexible and able to work as an effective team member • Demonstrates initiative and the ability to work unsupervised • Outstanding customer service skills 	

Agreed by:

Signed: _____
(Employee)

Date: _____

Signed: _____
(Accounting Manager)

Date: _____

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