

Position Description: Accounts and Contracts Administrator

Business area: Finance

FTE: As per Conditions of Employment

Reports to: Business Manager

Position Objective:

- To ensure timely and accurate administration of surgical procedures funded by ACC, Southern Cross Health Insurance (SXI) and the CDHB

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> • Business Manager • Chief Executive Officer • Hospital Manager • Chief Financial Officer • Patient Care Manager • Bookings Coordinator • Departmental Managers • St Georges Accounts Team 	<ul style="list-style-type: none"> • ACC • SXI • Surgeons • Surgeons' Secretaries • Anaesthetists • Physiotherapists • Allied Health Services (Radiology, Orthotics, etc.) • General Public • TechnologyOne



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Key Areas of Accountability:

Area of Accountability	Expected Results
<p>ACC Contracts</p> <p>Daily administration of ACC Surgical contract (non-orthopaedic procedures) and ACC Clinical Services Contract.</p>	<ul style="list-style-type: none"> • Reviews ARTPs including non-core pricing before submitting to ACC. • Corresponds with ACC and Surgeon secretaries to resolve any queries. • Notifies surgeon secretaries of ACC's decision on requests for surgery. • Ensures all surgery booked has the appropriate ACC approval prior to surgery. • Maintains a log of all surgery booked by surgeon to monitor monthly spend. • Liaises with Surgeon secretaries to ensure patients are booked in accordance with contractual obligations of priority and timeliness.
<p>Southern Cross Affiliated Provider (SXAP) Contracts</p> <p>Daily administration of SXAP contracts</p>	<ul style="list-style-type: none"> • Reviews requests for SXAP approval before submitting to SXI. • Liaises with Surgeon secretaries to ensure SXAP approval requests meet relevant eligibility criteria. • Corresponds with SXI and Surgeon secretaries to resolve any queries. • Ensures top-up requests are submitted to SXI with appropriate supporting information to demonstrate medical necessity. • Communicates SXI's decision on requests for surgery and/or top-up requests to surgeon secretaries. • Ensures all surgery booked has the appropriate SXAP approval prior to surgery.
<p>Accounts Receivable Function</p> <p>Prompt entry and collection of customer invoices and accurate posting in the financial system</p>	<ul style="list-style-type: none"> • Ensures all procedures invoiced are matched to the hospital theatre list. • Ensures that all invoices are correctly coded and invoiced to the relevant funder in accordance with contract terms. • Ensures top-up requests approved by SXI are appropriately invoiced. • Submits all invoices to the funder and/or patient for payment. • Receipts all incoming funds against invoices from remittance schedules and bank statements. • Receives card payments. • Banks incoming cheques by the next working day. • Ensures that any outstanding invoices are followed up. • Maintains a record of patient correspondence in the Finance system. • Notifies Assistant Accountant of outstanding invoices at risk. • Attends to any general queries including queries in respect of invoices from Funders or other parties.
<p>Accounts Payable Function</p> <p>Prompt entry and payment of supplier invoices and accurate posting in the financial system</p>	<ul style="list-style-type: none"> • Ensures that all invoices from suppliers are received and matched to the related surgical procedure, or an approved purchase order. • Ensures supplier invoices are invoiced for the correct amount, correctly coded, scheduled for payment and filed accordingly. • Ensures that all suppliers are paid in a timely manner by direct credit. • Attend to any supplier enquiries on invoices and related payments.
<p>Interpersonal Relationships/Teamwork</p>	<ul style="list-style-type: none"> • Supports and encourages the professional growth of the team. • Promotes harmonious working relationships with all staff members. • Appreciates and respects the contribution of others within the team. • 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.



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Professional Development	<ul style="list-style-type: none"> • Undertakes responsibility for meeting all the mandatory requirements of the professional body and the organisation. • Participates in Performance Planning and Review. • Identifies own learning requirements/deficits and develops a plan in conjunction with your Manager to redress these.
Quality Improvement	<ul style="list-style-type: none"> • Participates actively in quality improvement activities by planning, implementing and evaluating improvements. • Participates in audits and uses outcomes to improve service provision. • Participates actively in Ministry of Health Certification and Accreditation process. • Documents and reports incidents accurately in accordance with hospital policy.
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. • Adheres to St George's policies and procedures.
Cultural understanding of the Treaty of Waitangi	<ul style="list-style-type: none"> • Understands and has knowledge of the Treaty of Waitangi and its implications. • Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi. • Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori. • Respects diversity of cultural and religious beliefs amongst staff and patients.
Health & Safety	<ul style="list-style-type: none"> • Ensures accidents and untoward incidents occurring in the department are reported. • Takes reasonable care for personal health and safety. • Takes reasonable care that own acts or omissions do not adversely affect the health and safety of other persons. • Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with the Health and Safety at Work Act 2015 and its amendments • Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers. • Ensures compliance with hospital security requirements and is vigilant in all matters of security. • Recognises safety hazards and initiates appropriate corrective actions. • 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.
Organisational effectiveness Contributes to the cost effectiveness and changing needs of the hospital business	<ul style="list-style-type: none"> • Looks for ways and means to actively and effectively promote cost effectiveness. • Accurately completes cost accounting documents as appropriate



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<p>Other Duties</p> <p>To undertake other duties as requested by the Business Manager from time to time</p>	<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 4 or equivalent 	<ul style="list-style-type: none"> • Commerce Degree
Experience & Knowledge	<ul style="list-style-type: none"> • Skilled in Microsoft Office suite (Excel - intermediate to advanced, Word, Outlook) • Accounts Payable function • Accounts Receivable function • Cash Receipts and Payments function • Contracts Administration and analysis 	<ul style="list-style-type: none"> • Related experience in a hospital environment in NZ. • Experienced user of FinanceOne • Above average Excel skills • Data analysis and interpretation • Contributor to accounting system improvements and process automation
Personal Attributes	<ul style="list-style-type: none"> • Honest, organised and reliable • Good eye for detail • Excellent communication skills, both written and verbal • Well developed interpersonal skills • Comfortable in building relationships with key stakeholders • Flexible and able to work as an effective member of a small team • Able to work unsupervised with excellent time management • Thrives in a dynamic working environment • Proactively looks for and embraces innovative working practices 	

Agreed by:

Signed: _____ **Date:** _____
Employee

Signed: _____ **Date:** _____
Chief Financial Officer