

## *Position Description: Assistant Accountant*

Business area: **Finance**

FTE: As per Conditions of Employment

Reports to: **Business Manager**

### *Position Objective:*

- To provide accounting support to the Contracts Team
- To ensure timely and accurate administration of contracts
- To be an integral part of the Contracts Team

### *Functional Relationships:*

<b>Internal:</b>	<b>External:</b>
<ul style="list-style-type: none"> <li>• Business Manager</li> <li>• Accounting Manager</li> <li>• Clinical Applications Specialist</li> <li>• Chief Financial Officer</li> <li>• Chief Information Officer</li> <li>• Clinical Information Manager</li> <li>• Chief Executive Officer</li> <li>• Hospital Manager</li> <li>• Patient Care Manager</li> <li>• Bookings Coordinator</li> <li>• Departmental Managers</li> </ul>	<ul style="list-style-type: none"> <li>• Patients &amp; their family</li> <li>• General Public</li> <li>• Joint Venture Partners</li> <li>• Southern Cross Insurance</li> <li>• ACC</li> <li>• DHB's</li> <li>• Other Funders</li> <li>• Surgeons</li> <li>• Surgeons' Secretaries</li> <li>• Anaesthetists</li> <li>• Allied Health Services (e.g. Radiology)</li> </ul>

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### *Key Areas of Accountability:*

<b>Area of Accountability</b>	<b>Expected Results</b>
<b>Financial Reporting</b>	<ul style="list-style-type: none"> <li>• Coordinates the close of receipting, invoicing, payables, fixed assets and general ledger on a monthly and annual basis.</li> <li>• Maintains the fixed asset register for St George's Cancer Care Centre.</li> <li>• Maintains the general ledger accounts in the accounting system for St George's Hospital Limited and the Joint Venture entities. Enter journal entries as needed for monthly accruals, corrections to coding, and non-transactional entries.</li> <li>• Prepares a reconciliation of balance sheet accounts on a monthly basis and maintains adequate working papers for recordkeeping and audit purposes.</li> <li>• Prepares a monthly profit and loss statement and balance sheet for St George's Hospital Limited and the Joint Venture entities.</li> <li>• Prepares a detailed financial reporting package for the Heart Centre @ St George's for distribution to Directors on a monthly basis</li> <li>• Prepares a detailed financial reporting package for the St George's Cancer Care Centre for distribution to Directors on a monthly basis.</li> <li>• Prepares the Annual budgets for St George's Hospital Limited and the Joint Venture entities.</li> </ul>
<b>Tax Compliance</b>	<ul style="list-style-type: none"> <li>• Prepares the GST returns for the Joint Venture entities on a two-monthly basis.</li> <li>• Prepares the PAYE return for the Heart Centre on a two-monthly basis.</li> <li>• Prepares the annual tax returns for the Joint Venture entities.</li> </ul>
<b>Contracts</b>	<ul style="list-style-type: none"> <li>• Corresponds with the Funder and Surgeon secretaries to resolve any queries.</li> <li>• Communicates Funder's decision on requests for surgery to surgeon secretaries.</li> <li>• Liaises with Surgeons secretaries to ensure patients are booked in accordance with contractual obligations of priority and timeliness.</li> <li>• Reports to Contract Holders as determined by the Contract.</li> </ul>
<b>Accounts Receivable</b>	<ul style="list-style-type: none"> <li>• Accurately Invoice patients or insurance companies for surgical procedures performed on a timely basis to optimise cash management.</li> <li>• Attends to any queries with regard to invoices or general queries.</li> </ul>
<b>Accounts Payable &amp; Distributions</b>	<ul style="list-style-type: none"> <li>• Ensures that all data is entered accurately for the preparation of invoices to suppliers.</li> <li>• Makes payments to suppliers and cash distributions to Joint Venture partners on a timely basis.</li> </ul>
<b>Analytical Support</b>	<ul style="list-style-type: none"> <li>• Provides data to assist with the negotiation of new contracts or the renewal of existing contracts.</li> <li>• Provides data to assist when negotiating or renegotiating set fee pricing.</li> <li>• Provides analytical support to assist with reviewing pricing (e.g. annual hospital price review).</li> <li>• Develops financial models and assists in identifying and quantifying business risks and opportunities.</li> <li>• Develops new reports in conjunction with management enabling improved control of business activities.</li> <li>• Reviews new and existing pricing constructs to assess and quantify their effectiveness.</li> </ul>
<b>Interpersonal Relationships/Leadership and Teamwork</b>	<ul style="list-style-type: none"> <li>• Appreciates and respects the contribution of others within the team.</li> <li>• Contributes positively to the goals of the team and the organisation.</li> <li>• Communicates honestly and openly with other team members.</li> <li>• Fosters co-operation across clinical and administrative groups.</li> <li>• Models St George's values.</li> <li>• Assist with special projects, other reporting or staff cover from time to time in the Finance department</li> </ul>

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Area of Accountability	Expected Results
<b>Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Participates actively in quality improvement activities.</li> <li>• Initiates, participates in and evaluates audits and uses outcomes to improve service provision.</li> <li>• Participates actively in the maintenance of the ACC Workplace Safety Management standard.</li> <li>• Documents and reports accidents and incidents accurately in accordance with St George's policies.</li> <li>• Actively participates in quality assurance programmes and audits, to monitor and improve standards of care, completing requested documentation and audit activities within specified timeframes.</li> <li>• Supports continuous quality improvement.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Identifies own learning requirements / deficits and develops a plan in conjunction with Manager to redress these.</li> <li>• Fosters an environment conducive to learning, enquiry and research.</li> </ul>
<b>Organisational Culture</b>	<ul style="list-style-type: none"> <li>• Fosters co-operation across the organisation.</li> <li>• Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for customer focus.</li> <li>• Maintains confidentiality in respect to St George's operations, business, employees, clients and patients.</li> <li>• Adheres to St George's policies and procedures.</li> <li>• Assists in facilitating positive inter-departmental relationships .</li> </ul>
<b>Cultural understanding of the Treaty of Waitangi</b>	<ul style="list-style-type: none"> <li>• Understands and has knowledge of the Treaty of Waitangi and its implications.</li> <li>• Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi.</li> <li>• Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori.</li> <li>• Respects diversity of cultural and religious beliefs amongst staff and patients.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Ensures accidents and untoward incidents occurring in the department are reported.</li> <li>• Takes reasonable care for personal health and safety.</li> <li>• Takes reasonable care that own acts or omissions do not adversely affect the health and safety of other persons.</li> <li>• 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</li> <li>• Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers.</li> <li>• Ensures compliance with hospital security requirements and is vigilant in all matters of security.</li> <li>• Recognises safety hazards and initiates appropriate corrective actions.</li> <li>• Attends fire and evacuation lectures and participates in drills as required.</li> <li>• Participates in Health and Safety training as mandated by St George's from time to time.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.</li> </ul>

### *Qualifications, Experience and Personal Qualities*

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	BCOM or equivalent Finance Qualification	Accounting Technician or ACA Qualification

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	<b>Essential</b>	<b>Desirable</b>
<b>Experience &amp; Knowledge</b>	<p>A minimum of 4-5 years in an accounting position including experience with:</p> <ul style="list-style-type: none"> <li>• Data entry, accounting packages and Microsoft Office Suite (excellent Excel skills), is essential.</li> <li>• The accounts payable and accounts receivable function</li> <li>• End of month accounting, including general ledger reconciliation, journal entries, accruals</li> <li>• The preparation of end of month reports for management</li> <li>• The preparation of Annual Financial Statements.</li> <li>• Budgeting and variance analysis.</li> <li>• Preparation of PAYE, GST &amp; Income Tax Returns.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a Hospital Environment</li> <li>• Experience in FinanceOne Software</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Honest and reliable</li> <li>• Attention to Detail</li> <li>• Organised and able to prioritize to deadlines</li> <li>• Flexible and effective contributor to team</li> <li>• Demonstrates initiative and the ability to work unsupervised</li> <li>• Excellent interpersonal and communication skills (written and oral)</li> <li>• Outstanding customer service skills</li> </ul>	

*Agreed by:*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Employee)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Chief Financial Officer