

## *Position Description: Assistant Accountant & Contracts Administrator*

Business area: Finance

FTE: As per Conditions of Employment

Reports to: Financial Accountant

### *Position Objective:*

- To ensure timely and accurate administration of contracts.
- To provide support to the accounts team.

### *Functional Relationships:*

<b>Internal:</b>	<b>External:</b>
<ul style="list-style-type: none"> <li>• Accounting Manager</li> <li>• Financial Accountant</li> <li>• Clinical Applications Specialist</li> <li>• Chief Financial Officer</li> <li>• IT Manager</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> <li>• Joint Venture Partners</li> </ul>	<ul style="list-style-type: none"> <li>• DHB's</li> <li>• Southern Cross Insurance</li> <li>• ACC (Treatment Injuries)</li> <li>• Other Funders</li> <li>• Surgeons</li> <li>• Surgeons' Secretaries</li> <li>• Anaesthetists</li> <li>• Allied Health Services (Radiology, etc.)</li> <li>• Public</li> <li>• Auditors</li> <li>• Joint Venture Partners</li> </ul>



## *Position Description: Assistant Accountant & Contracts Administrator*

### *Key Areas of Accountability:*

<b>Area of Accountability</b>	<b>Expected Results</b>
<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 decisions on requests for surgery to surgeon secretaries.</li> <li>• Maintains a log of all surgery booked by surgeon.</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> <li>• Develops an understanding of St George's Hospital patient management, accounting and administration systems and provides cover for annual leave, sickness or peak load times.</li> <li>• Develops an understanding of St George's Hospital billing systems (Trak Health &amp; TechnologyOne) to provide support to the Revenue Officer and Clinical IT team when required.</li> <li>• Reviews new &amp; existing processes with a view to automation and process improvement.</li> <li>•</li> </ul>
<b>Billing Liaison with External Stakeholders</b>	<ul style="list-style-type: none"> <li>• Contacts patients, insurers or other funders in a timely manner and negotiates billing outcomes that are agreed to with the finance team.</li> <li>• Responds to patient queries when required.</li> <li>• Assists with patient billing and queries.</li> </ul>
<b>Clinical IT Staff Billing Monitoring</b>	<ul style="list-style-type: none"> <li>• Communicates with the Clinical IT Team and the Revenue Officer as to the requirements for assistance.</li> <li>• Assists with the review and processing of patient invoices so they are processed in a timely and efficient manner.</li> </ul>
<b>Accounts Receivable</b>	<ul style="list-style-type: none"> <li>• Ensures that all data is entered accurately for the preparation of invoices to the Funder.</li> <li>• Ensures that any outstanding payments are followed up.</li> <li>• Attends to any queries regarding invoices or general queries.</li> </ul>
<b>Accounts Payable</b>	<ul style="list-style-type: none"> <li>• Ensures that all data is entered accurately for the preparation of invoices to the Supplier.</li> </ul>
<b>Monthly Reporting/Year End</b>	<ul style="list-style-type: none"> <li>• Assists with business processes (daily &amp; monthly) to support the preparation of the management accounts (including bank reconciliations, fixed asset capitalisation and depreciation, month end journals, statistical information)</li> <li>• Ensures that all data is entered, and accounts are accurate.</li> <li>• Assists with Reconciliations and Reports as required.</li> <li>• Assists with Preparation of annual Financial Statements as required.</li> <li>• Communicates with and provides information to external auditors.</li> <li>• Assists in preparation of Annual Budget and quarterly forecasting.</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> </ul>



## *Position Description: Assistant Accountant & Contracts Administrator*

Area of Accountability	Expected Results
	<ul style="list-style-type: none"> <li>• Provides analytical support to assist with reviewing pricing (e.g. annual hospital price review).</li> <li>• Reviews new and existing pricing constructs to assess and quantify their effectiveness.</li> </ul>
<b>Interpersonal Relationships/Teamwork</b>	<ul style="list-style-type: none"> <li>• Promotes harmonious working relationships within all staff members.</li> <li>• Contributes positively to the goals of the team and the organisation.</li> <li>• Communicates effectively, honestly and openly with other team members.</li> <li>• Models St George's values.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Undertakes responsibility for meeting all the mandatory requirements of the professional body and the organisation.</li> <li>• Participates in Performance Planning and Review.</li> </ul>
<b>Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Documents and reports any incidents accurately in accordance with hospital policy.</li> <li>• Participates in the development/review of policies and procedures as required.</li> </ul>
<b>Organisational Culture</b>	<ul style="list-style-type: none"> <li>• Promotes harmonious working relationships within 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 all St George's operations, business, employees, clients and patients.</li> <li>• Adheres to St George's policies and procedures.</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>• 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>• Participates in Health and Safety training as mandated by St George's from time to time.</li> </ul>
<b>Organisational effectiveness</b>	<ul style="list-style-type: none"> <li>• Looks for ways and means to actively and effectively promote cost effectiveness.</li> <li>• Accurately completes cost accounting documents as appropriate.</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>



## *Position Description: Assistant Accountant & Contracts Administrator*

### *Qualifications, Experience and Personal Qualities*

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>NCEA Level 3 or equivalent</li></ul>	<ul style="list-style-type: none"><li>BCOM or equivalent Finance Qualification</li></ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"><li>Experience with data entry, accounting packages and Microsoft Office Suite (Excel and Word), is essential.</li><li>Experience with the accounts payable and accounts receivable function</li><li>End of month accounting, including general ledger reconciliation, journal entries, accruals</li><li>Good spreadsheet skills</li></ul>	<ul style="list-style-type: none"><li>Experience in the Hospital Environment</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>Honest and reliable</li><li>Attention to Detail</li><li>Organised</li><li>Flexible and able to work as an effective team member</li><li>Demonstrates initiative and the ability to work unsupervised</li><li>Excellent communication and interpersonal skills</li><li>Outstanding customer service skills</li><li>Ability to prioritize</li></ul>	

*Agreed by:*

Signed: \_\_\_\_\_  
(Employee)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Chief Financial Officer)

Date: \_\_\_\_\_