

Position Description: Accounts and Contracts Administrator (Fixed Term Parental Leave Cover)

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>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>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>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
Other Duties To undertake other duties as requested by the Business Manager from time to time	<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.

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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