

Position Description

Assistant Financial Accountant

Classification:	HS3
Business unit/department:	Financial Accounting
Work location:	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Mount Street Heidelberg <input checked="" type="checkbox"/>
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Full-Time
Hours per week:	40 (inc ADO)
Reports to:	Financial Accountant
Direct reports:	None
Financial management:	Budget: Nil
Date:	May 26

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The Assistant Financial Accountant is responsible for supporting the delivery of high-quality financial accounting services.

The role provides support in delivering a range of Financial Accounting tasks within the Finance Department and broadly throughout the organisation and external stakeholders.

Reporting to the Financial Accountant, it will involve multiple accounting activities including fixed asset register management, general ledger journal preparation, assisting financial accountants and treasury functions, engaging with internal and external stakeholders, and supporting the team with financial reporting and year end preparation.

About the Department

The Finance Department provides services covering: Management Accounting; incorporating budgeting and financial analysis, Financial Accounting; incorporating Accounts Payable, Accounts Receivable, Capital, Patient Billing and Sundry Debtors, Private Practice administration, Cash Management and Investments. The total revenue of the hospital is approximately \$1.5 billion per annum.

The Finance Department is located at Mount Street in Heidelberg.

Position responsibilities

Role Specific:

- Provide strong accounting support to the Financial Accounting Team with processing and analysing transactions.
- Perform routine clerical and accounting tasks in a timely manner.
- Support the maintenance of master file data
- Completion of monthly balance sheet reconciliations.
- Support in the preparation and review of general journal entries.
- Identify and drive process improvements
- Assist in preparing internal and external reports in accordance with departmental and organisational requirements.
- Provide cross-functional support to the financial accounting team through leave coverage, assisting with month-end closures and other ad-hoc projects
- Foster effective working relationships with the Finance team and key stakeholders, both internally within Austin Health and externally.
- Commitment to continued professional and personal development, including participating in internal professional development programs.
- Support in the preparation of external statutory reports, and internal and external audit reporting requirements.
- Support the Finance leadership team with any duties as directed in the delivery of quality financial accounting administration and reporting.
- Commitment to continued professional growth and skill development
- Perform other duties as directed by senior finance management

Selection criteria

Essential skills and experience:

- A commitment to Austin Health's values: Integrity, Accountability, Respect and Excellence
- Relevant tertiary qualification in commerce, business, finance, or accounting
- Demonstrated experience in an accounting role or equivalent
- Demonstrated effective interpersonal, negotiation and communication skills
- Demonstrated initiative and the ability to develop innovative solutions to problems
- Demonstrated skills with windows-based applications, particularly word, excel and database applications
- Demonstrated ability to provide effective financial and accounting services within a team environment
- Flexible approach to developing technical skills across multiple areas of financial accounting, including but not limited to; treasury, capital, tax, expenditure, and revenue
- Ability to work well under pressure and meet deadlines
- Demonstrated ability to provide effective financial and accounting services within a team environment
- High-level of attention to detail
- Sound analytical skills, ability to interpret data and provide recommendations
- Highly developed written and interpersonal skills and demonstrated ability to communicate effectively
- Self-motivated to learn new concepts and participate in new projects



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future

Desirable but not essential:

- Accounting experience in the health industry is highly desirable
- Membership in CPA or CA or undertaking the program to become a member

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centred care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: our actions show we care, we bring our best, together we achieve, and we shape the future.
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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