

Position Description

Treasury Officer

Classification:	HS2
Business unit/department:	Finance
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> Mount Street Heidelberg
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Fixed-Term Full-Time
Hours per week:	38
Reports to:	Financial Accountant Revenue
Direct reports:	None
Financial management:	Budget: N/A
Date:	Jul 25

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

Reporting to the Financial Accountant Revenue, the role is responsible for managing and providing timely and accurate processing of all aspects of the treasury function at Austin Health.

Working with the team, the role will be responsible for maintaining accurate financial records, performing banking reconciliations, liaising with internal and external stakeholders and assisting in managing public funds in accordance with Austin Health policies and procedures.

The role forms part of the Revenue team within the Financial Accounting stream of the Finance division and assists in providing recommendations for process improvements on an ongoing basis.

About the Directorate/Division/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

- Process disbursements and receipts including grants, tax, operational payments and receipts
- Prepare and reconcile daily bank transactions against internal records to identify and resolve discrepancies
- Maintain up-to-date treasury records
- Assist with monitoring daily cash balances and liquidity
- Provide support to internal departments with banking and EFTPOS issues
- Communicate with banks and internal stakeholders to resolve discrepancies
- Maintain leasing payments
- Foster effective working relationships with the Finance team and key stakeholders, both internally within Austin Health and externally
- Ensure all treasury transactions comply with Austin Health Policy and Procedures and financial regulations
- File and archive financial documents in accordance with Austin Health policy
- Support in the preparation of external statutory reports, and internal and external audit reporting requirements
- Participate in cross training with other team members, to enable the ability to provide backfill across all areas of financial accounting
- Perform other administrative duties as required

Selection criteria

Essential skills and experience:

- A commitment to Austin Health's values: Integrity, Accountability, Respect and Excellence
- 3 year+ knowledge and experience with treasury functions
- Customer service focused with the ability to communicate with both internal and external customers
- Strong numerical and analytical skills
- Excellent written and verbal communication skills, including appropriate manner and ability to effectively handle telephone queries
- Strong organisational and time management skills with the ability to handle large volumes of data in a fast-paced regulated environment
- Intermediate Microsoft Excel skills and experience with ERP systems
- Ability to work autonomously or as a team member

Desirable but not essential:

- Experience in the health industry is highly desirable
- Oracle Fusion ERP system or similar

Professional qualifications and registration requirements

There are no qualification or registration requirements for this role



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**

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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