

**Position Title:** Accounts Payable Officer

**Directorate:** Corporate Services

**Department:** Financial Accounting Revenue & Systems

**Reporting to:** Coordinator – Accounts Payable

**Direct Reports:** Nil

### Appointment Terms/Conditions:

- **Classification and Code:** Admin Grade 1 (HS1)
- **Award Coverage:** Victorian Public Health Sector (Health and Allied Services, Managers, and administrative workers) Single Interest Enterprise Agreement 2016-2020
- **Time Fraction (hrs/wk):** As per employment contract

### ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at [www.grampianshealth.org.au](http://www.grampianshealth.org.au)

Our purpose is to provide high quality and accessible health care services in each of the communities we serve.

<b>Collaboration</b>	<b>Compassion</b>	<b>Accountability</b>	<b>Respect</b>	<b>Innovation</b>
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

## **POSITION PURPOSE**

The position reports to the Coordinator Accounts Payable and is responsible for the following:

- Ensuring compliance with Grampians Health Policy and procedure manuals.
- This position is to work across four major finance functions as required by the Financial Controller. The area of Accounts Payable,
- Customer service as part of the overall finance team and prompt and friendly resolution of queries from internal and external customers.
- To provide support as required in all other areas of the finance department and be actively involved in the multi-skilling.

## **KEY ACCOUNTABILITIES**

- Responsibility for accounts payable function including accurate and timely processing of invoices ensuring appropriate authorisations for incurring of expenditures and approval of invoices.
- Maintain good relationships with suppliers and communicate effectively with them in respect to investigation and resolution of any issues.
- Reviewing supplier statement reconciliations
- Maintenance of up-to-date information in Accounts Payable module, including master file information, input of vouchers and credit notes.
- Daily batch processing to confirm accuracy of processing prior to approval of batches.
- Ensure that all delegations of authority are adhered to.
- Liaison with Vendors over accounts in dispute and payment.
- Accurate processing of GST as part of invoice processing.
- Attention to detail.
- Perform other duties as required within the scope of skills, training, and qualifications

## **Other Duties**

- Multi-skilling over various areas and additional ad-hoc duties within finance as required by Coordinator Accounts Payable
- Prompt and friendly assistance for all Grampians Health customer queries.
- Carrying out work duties in a safe manner by adhering to GRAMPIANS HEALTH Occupational Health and Safety Policies, Regulations and agreed safe work procedures, and report immediately any potential hazards and/or incident occurring in the workplace.
- Ensuring that the affairs of Grampians Health, its patients, clients, and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- Liaise with the finance team closely to identify opportunities for improvement in processes and practices. This will include all facets from identification of an opportunity to the implementation of actions and ongoing review.
- Compliance with all Grampians Health Policies and Procedures.

- Adherence to infection control policies and procedures as identified in the Grampians Health Infection Control Manuals.
- Participation in the Grampians Health integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients, and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- Grampians Health is committed to a patient/client centred approach in the provision of health care and services, consistent with the GRAMPIANS HEALTH values, mission, and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers, and colleagues.

## **KEY SELECTION CRITERIA**

- Understanding of and commitment to excellent customer service
- Well-developed communication and interpersonal skills
- Proven ability to be a team player and contribute to a strong team environment.
- Ability to function within a fast-paced high-volume area with an emphasis on being multi-skilled.
- Experience in reconciliations.
- High Level of Computer skills in both Database and Microsoft Office Programs
- Demonstrated commitment to confidentiality, professionalism, and ethical financial practice.
- Commitment to continuous improvement, innovation, and high-quality customer service.
- Ability to use initiative, exercise sound judgement, and resolve complex account issues.
- Demonstrated alignment with Grampians Health values: Compassion, Respect, Accountability, Collaboration, and Innovation.

## **OCCUPATIONAL HEALTH, SAFETY AND QUALITY RESPONSIBILITIES**

### **Responsibilities and Accountabilities**

All Grampians Health employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure.

Employees also have a responsibility to the National Safety and Quality Standards (NSQHS) in ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

## **Employees**

Employees have a responsibility to comply with all relevant GRAMPIANS HEALTH OH&S management system Policies, Procedures, and programs. This includes the GRAMPIANS HEALTH Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace.
- Follow safe work practices and use personal protective equipment as required.
- Participate in OH&S consultation and OH&S training initiatives.
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions.
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities.
- Don’t wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk.
- Performing only those tasks for which they have received appropriate training and instruction.
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace.
- Participate in emergency evacuation exercises.

## **Employees (Non-Clinical – NSQHS)**

The role of non-clinical employees is to ensure safe and effective delivery of healthcare services by:

- Actively participating in organisational processes including development and implementation of safety systems, improvement initiatives and training

## **OTHER RELEVANT INFORMATION**

- Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory current Police Record Check.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An interim performance development and review discussion will occur with your manager three months from your commencement date and annually thereafter. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

## **HOW TO APPLY**

### **Your application should include:**

- Clearly state the Job No. specified on the advertisement for this position.
- A statement addressing each “Key Selection Criteria” clearly demonstrating your ability to meet the objectives of the role. Note: Read the Position Description carefully so you have a good understanding of what is required and remember to address what skills, knowledge, and attributes you have.
- General resume
- Copies of any formal qualifications. Note: If emailing your application note that hard copies of your qualifications will need to be produced at interview.
- Two (2) professional referees