



Position Description

POSITION DESCRIPTION: ASSISTANT ACCOUNTANT

The content of this position description is based on the current anticipated needs of Albury Wodonga Health (AWH). Changes to this position description may be required to accommodate the evolving requirements of the recently formed new AWH entity.

Designation: Assistant Accountant

Level: **Grade 3:** Qualified Accountant, eligible for Associate Membership with the Australian Society of Accountants or Institute of Chartered Accountants.

Program/Unit: Finance

Purpose of Position:

To undertake duties and assist in financial reporting components of Albury Wodonga Health (AWH) financial services in conjunction with the Financial Controller to achieve the requirements of internal and external stakeholders.

Organisational Environment/Reporting Relationships:

The Assistant Accountant is responsible to the Financial Controller for tasks and projects as required to meet the requirements of the internal and external stakeholders.

Supervisory Responsibilities: None

Primary Responsibilities:

1. Assist in the completion of monthly, quarterly and annual financial statements to external stakeholders.
2. Assist in the ongoing management of a customised financial reporting product.
3. Development and performance of reconciliation procedures to ensure the integrity and accuracy of data contained in the financial reports.
4. Preparation of financial reports and information (both regular and ad hoc) for internal and external stakeholders.
5. Preparation of consolidated financial, activity and staffing reports for AWH and the Wodonga Hospital and Albury Hospital campuses.
6. Liaison with and day to day management of external financial service providers to ensure their delivery of services in accordance with agreed KPIs.

7. Assist in the co-ordination and management of month end processes for AWH and the Wodonga Hospital and Albury Base Hospital campuses.
8. Other tasks as requested by the Financial Controller.

Performance Appraisal:

Performance appraisals will be conducted within the first six months of employment and annually thereafter.

A six (6) month probationary period is applicable

Signature of employee

Witness

Date

Committee:

Approving Committee: Executive

Responsible Committee:

Date Approved/Reviewed:

Date for New Review:

Computer File Identification:

File Location:

SELECTION CRITERIA

- Qualifications
- Presentation & interview
- Referees

MANDATORY CRITERIA

- KSC1 Possession of appropriate tertiary qualifications.
- KSC2 Demonstrated ability to work independently and to manage the tasks required.
- KSC3 Demonstrated knowledge of financial/economic standards and management issues.
- KSC4 Ability to work as part of a small team and liaise with all levels of personnel in the health service.
- KSC5 Written and verbal communication skills of a high order.
- KSC6 Ability to establish and implement standards, guidelines and principles in relation to the prudent use of hospital resources.
- KSC7 Demonstrated sound knowledge of contemporary accounting standards and principles.
- KSC8 An awareness of human resource management issues with particular reference to workplace health and safety, EEO and anti-discrimination.
- KSC9 An awareness of current legislation in relation to the relevant accounting requirements concerning public health services
- KSC10 Computer literate including well developed skills in the use of Microsoft Office products (including Excel and Word).
- KSC 11 Attention to detail with a high level of accuracy and enthusiasm for the expectations of the position.
- KSC 12 The ability to be a self directed learner.