



Cultivating Healthy Communities

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| Position Title: | Accounts Payable Officer |
| Reports To: | Director of Finance & Administration |
| Direct Reports: | None |
| Department: | Finance |
| Classification: | Remuneration based on skills & experience |
| Employment Conditions: | Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025. |
| Qualifying Period: | 6 months from commencement date. |

East Wimmera Health Service (EWHS) is a fully accredited small rural health service consisting of 40 Acute and 95 Aged Care beds across five campuses in the Buloke and Northern Grampians Shires in North Western Victoria. Covering the land first inhabited by the Dja Dja Wurrung, Barengi Gadjin, and Jaara Jaara peoples. EWHS encompasses the townships of Birchip, Charlton, Donald, Wycheproof and St Arnaud. EWHS provides a broad range of Acute, Community Based and Aged Care services integrated with local General Medical Practices. Additionally EWHS manages a number of other local services in post-acute care, planned activity groups and infection control. The duties of this position are to be performed with adherence to the purpose and values identified through EWHS's strategic plan and compliance with the Code of Behaviour for staff of EWHS.

Our Vision

To see sustainable improvement in the health and wellbeing of our community

Our Purpose

To work together with our community to achieve better health and wellbeing outcomes

Our Values

Together, Honesty, Empathy, Community, Open, Respect and Excellence

ROLE STATEMENT

The Accounts Payable Officer assists in the provision of high quality health services by processing supplier invoices and payments in an accurate and timely basis. EWHS relies on medical consumables, food, domestic supplies and utilities to provide high standards of care for our consumers. It is essential that these goods and services are accurately recorded in the general ledger and paid within trading terms to ensure that service delivery is not interrupted.

POSITION SPECIFIC RESPONSIBILITIES

- Collection and distribution of invoices to be signed by delegated staff
- Staff Signature Register to be updated regularly
- Accurate and timely entry of creditor invoices, reconciling account statements and outstanding invoices
- Invoices are verified as valid, coded correctly, promptly and consistently
- Accurate and timely payment of creditor invoices, provision of remittances and filing of paid accounts
- Perform monthly reconciliations of creditor listings and general ledger
- Keep Finance team informed of cash flow requirements for creditor payments
- Process cheques as required
- Maintain an accurate and up to date register of all EWHS creditors
- Follow EWHS policies and procedures to follow pay invoices and staff reimbursements
- Follow EWHS policies and procedures in setting up creditor accounts and ensuring accurate and up to date creditor bank details
- Provide information and attend to recommendations/requests during internal and external Audits as required.

Quality / Safety and Risk Management

- Act in accordance with all relevant external legislation and internal EWHS policies and procedures that relate to this position and the organisation.
- Participate in and contribute to quality improvement programs and other organisational activities to meet Accreditation Standards.
- Participate and contribute in occupational health and safety activities to ensure a safe work environment for consumers, community, staff and visitors.
- Minimise exposure to incidents of infection / cross-infection of patients, consumers, staff, visitors and the general public by adhering to the Health Service Infection Control policies and procedures.
- Cooperate with the EWHS's Occupational Health and Safety policies and to participate in appropriate safety education and evaluation activities.

Integrity

- The values and expected behaviours at EWHS support ethical and responsible decision-making and a culture where all staff behave with integrity and respond appropriately if behaviour (at any level within an organisation) falls short of expectations.
- EWHS's disclosure and reporting processes provide confidentiality, utilise effective investigation and escalation mechanisms and include a range of actions to address fraudulent, corrupt or other unacceptable employee behaviours.
- If you suspect unethical, fraudulent or corrupt behaviour, it is imperative to report that behaviour. Sometimes this behaviour is managed internally but if it meets the mandatory minimum requirements, the CEO as the principal officer at EWHS has a statutory obligation to report material issues to the Independent Broad-based Anticorruption Commission (IBAC)
- Reports can be made directly to the CEO or the Board depending upon the level within the organisation the suspected behaviour is occurring.

PERFORMANCE INDICATORS

- Compliance with the Education Training Schedule (ETS).
- Documented procedures are followed when maintaining creditor files, entering and paying invoices
- Filing of payment batches is completed promptly after payments are finalised
- Invoices are entered promptly and creditor payments are made within trading terms
- Develop and maintain a close working relationship with all staff.
- Invoices are verified as valid and approved by authorised staff member
- Work cooperatively as a team member, valuing the contribution of all team members.
- All relevant EWHS policies and procedures are reviewed, understood and followed

KEY BEHAVIORAL COMPETENCIES

- Time Management
- Action Oriented
- Priority Setting
- Problem Solving
- Learning on the Fly
- Customer Focussed

KEY SELECTION CRITERIA

- Experience in Accounts Payable function with high volume output
- Excellent written and verbal communication skills
- Capacity to produce work of high quality and accuracy
- Team player
- Skilled in the use of Microsoft products including Outlook, Word and Excel
- Evidence of full immunisation against COVID-19.
- Evidence of recent annual influenza immunisation, willingness to obtain or evidence of valid medical exemption.

The Accounts Payable Officer at East Wimmera Health Service will hold:

- A current National Police Check or ability to obtain a satisfactory check.
- A current Victorian Drivers Licence.
- Ability to comply with the “Behavioural Outcomes” for this role.
- A Working with Children Check.

East Wimmera Health Service

STANDARDS OF BEHAVIOUR

Our staff will always:

Our staff will not:

| | | |
|-------------------|---|---|
| Together | <ul style="list-style-type: none"> • Work as part of the team • Mentor others • Provide encouragement to others • Care for others the way they would like to be cared for themselves • Partner with consumers in decision making about their healthcare | <ul style="list-style-type: none"> • Be self-centered • Have inappropriate conversations with others • Demonstrate a “can’t-do” attitude • Ignore feedback given by patients or colleagues • Avoid responsibility • Refuse to assist others with their workload |
| Honesty | <ul style="list-style-type: none"> • Be open & honest with ourselves and with others • Make ethical decisions • Bring ourselves to work • Maintain high levels of integrity • Be responsible and accountable | <ul style="list-style-type: none"> • Be dishonest • Be unreliable • Pass the buck • Be lazy |
| Empathy | <ul style="list-style-type: none"> • Commit to delivering a positive health experience to every person every time • Show compassion to all people • Demonstrate empathy & understanding | <ul style="list-style-type: none"> • Be sarcastic • Be judgmental • Make care decisions without consulting the consumer |
| Community | <ul style="list-style-type: none"> • Maintain customer focus • Lead by example • Be responsible & accountable for their own actions • Stand up and take action • Escalate issues or behaviours of concern | <ul style="list-style-type: none"> • Be hypocritical • Contribute to rumours • Discriminate against others • Think they’re better than others • Be passive |
| Open | <ul style="list-style-type: none"> • Demonstrate consistency • Treat people equally • Be considerate & understanding • Be collaborative and collegiate • Deal with issues | <ul style="list-style-type: none"> • Demonstrate favouritism & exclusion • Withhold information • Ignore issues |
| Respect | <ul style="list-style-type: none"> • Maintain confidentiality & privacy • Be punctual • Listen to others & accept differences • Respond courteously • Greet all people by saying hello, smiling and introducing themselves • Be culturally informed and sensitive • Respect diverse opinions | <ul style="list-style-type: none"> • Be arrogant • Be disrespectful • Display rudeness • Bully, harass or display aggression • Allow unacceptable behaviour |
| Excellence | <ul style="list-style-type: none"> • Expect and deliver excellence • Persevere to do the best job they can • Strive continuously to improve • Be professional & enthusiastic • Have the courage to question what we do | <ul style="list-style-type: none"> • Give up • Accept mediocrity • Leave an untidy workplace |

Staff at EWHS must also comply with both the Industry and organisational Code of Conduct

RISK ASSESSMENT / JOB ANALYSIS

East Wimmera Health Service provides a safe working environment for staff as part of the process Risk Assessments have been carried out and this position could include some or all of the following.

(Please mark (eg X or ✓) to those that apply to this position)

| Aspects of Normal Workplace | Frequency | | | |
|--|--------------|-----------|-----------|----|
| | Occasionally | Regularly | Continual | NA |
| <u>Work Environment</u> | | | | |
| • Work with the possibility of extended hours | ✓ | | | |
| • Work in locations geographically separated from main facility | ✓ | | | |
| • Working off site which may include clients homes | ✓ | | | |
| • Clinical areas | ✓ | | | |
| • Travelling or Driving in cars on a regular basis | ✓ | | | |
| <u>Work Activity</u> | | | | |
| • Manage demanding and changing workloads and competing priorities | | | ✓ | |
| • Undertake administrative tasks including intensive computer keyboarding work, filing, writing, concentrating for long periods of time | | | ✓ | |
| • Sitting at the computer for extended periods of time | | | ✓ | |
| • Sitting in meetings for extended periods of time | ✓ | | | |
| • Use of technology including photocopiers, telephones | | | ✓ | |
| • Undertake manual handling of equipment | | | | ✓ |
| • Patient Handling (<i>No Lift Program operates throughout EWHS</i>) | | | | ✓ |
| • Exposure to Substances (<i>Protective equipment & procedures in place to prevent contact</i>) | | | | ✓ |
| <u>Work relationships</u> | | | | |
| • Work in a team environment and at times independently | | | ✓ | |
| • Interaction with staff from other disciplines and departments | | | ✓ | |
| • Interacts with: <ul style="list-style-type: none"> ○ colleagues and other hospital staff ○ members of the public ○ Patients and relatives | ✓ | ✓ | ✓ | |



Cultivating Healthy Communities

I acknowledge:

- That I have read and fully understand the Position Description and the position's Job Analysis.
- I agree that I have the physical ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities and duties.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- That EWHS may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the employment agreement that I will sign, outlining the terms and conditions of my employment.

Name (please print) _____

Signature _____

Date _____

| Document Control | |
|---|----------------------------|
| Executive Sponsor: Director of Finance and Administration | |
| Manager Responsible: Director of Finance and Administration | |
| Author(s): Director of Finance and Administration | |
| Last Review: 07 March 2023 | Next Review: 07 March 2026 |