

Role description

Accountant

Cairns or Townsville

Department:	Business Services
Location:	Cairns or Townsville
Position type:	Full-time
Classification:	Level 7
Reports to:	Financial Controller
Direct reports:	Nil

Our values

Collaboration

We work together successfully by valuing, appreciating, and contributing as a team. We build collaborative strategic partnerships for the good of our community.

Equity

We work in a fair and non-judgemental environment where all views and opinions are considered equally. We treat all stakeholders the same and work to reduce inequalities in health for the most disadvantaged.

Innovation

We support an environment that fosters creative, innovative, and solution-focused ideas. We work in partnership with our stakeholders and encourage new, innovative, and creative working to solve complex societal problems.

Integrity

We are open and transparent in our decision-making and deliver on our promises.

Respect

We encourage and give people the opportunity to communicate by listening, acknowledging, and appreciating what they have to say in a supportive and professional manner. We act in a professional manner at all times to build strong relationships even in the absence of agreement.

Access

We support better and timelier access to primary health care by working collaboratively with multidisciplinary teams. We consider the financial, organisational, physical accessibility and acceptability, and social or cultural barriers that limit the utilisation of primary health care services.



Role summary

The Accountant is responsible for maintaining the daily financial operations, including general ledger, accounts receivable/payable, cash management, assets, reporting and reconciliations, taxation, and payroll duties of the organisation.

Key responsibilities

Role specific

- Maintain the accounting and payroll system/s, ensuring software is updated and information is processed and recorded accurately.
- Complete the processing of debtor invoices and receipts, analyse for accuracy, and implement recovery procedures.
- Manage the completion of monthly reconciliation for all general ledger accounts, including end of month journal entries.
- Oversee the reconciliation of contracts between NAV and Open Windows, investigate variances and provide solutions.
- Manage the accurate cost allocation across programs based on approved allocation methods and/or budgets.
- Ensure the processing of asset purchases, disposals, depreciation, and remeasurements. Maintain the assets register in NAV.
- Supervise the preparation of BAS, FBT, and PAYG returns and ensure all compliance obligations are met.
- Provide advice and assist the Finance Team in the following areas when required:
 - processing of credit card payments, reconcile to statements, and follow up missing source documents and incomplete information
 - processing of all creditor invoices, analyse for accuracy, prepare payments, and balance accounts payable ledger
 - processing of fortnightly payroll payments, salary sacrifice, and superannuation contributions
 - processing and reporting of end of financial year payment summaries to the ATO.
- Assist in the preparation and analysis of financial reports (i.e. monthly finance reports, general purpose financial reports, annual financial acquittals, six monthly and 12 monthly reports to the Department, and other financial reports as required).
- Contract management – ensure that all financial obligations from awarded contracts are adhered to and that all required evidence is provided to support payment.
- Assist in the external and internal audit process. This includes liaising with auditors and collating financial information as requested.
- Liaise with internal and external stakeholders in a professional, timely manner. Stakeholders may include, but are not limited to, employees, management, Board members, the Australian Taxation Office, Superannuation Fund providers, Salary Sacrifice providers, banks, suppliers, etc.
- Promote, review, and improve financial policies and procedures. Provide training and guidance to employees.

- Lead and assist in continuous improvement projects, including migrating financial data into Sharepoint and enhancements to dashboards.
- Provide support and assistance to the Financial Controller in a wide range of finance and accounting functions to ensure adequate financial management for NQPHN.
- Respond to staff requests for financial information.
- Work effectively with the Finance Team and the Compliance and Procurement Team to meet financial objectives.
- Ensure all financial documents are appropriately filed.

Organisation wide

- Committed to “One PHN” and working collaboratively and engaging purposefully across the organisation, including the offices, teams, and functions.
- Ensure “best practice” processes across all areas of responsibilities.
- Comply with the organisation’s policies and procedures.
- Ensure the safety of yourself and others in line with the organisation’s WHS policies and procedures and the Workplace Health and Safety Act 2011.
- Perform other duties reasonably required as directed.

Key selection criteria

- Tertiary qualifications in a finance discipline and/or three years relevant accounting experience.
- Understanding and application of general payroll processing including employee entitlements, salary sacrificing, superannuation contributions, and FBT.
- Good knowledge of Microsoft Word, Excel, and Outlook.
- Good knowledge of reconciliation processes.
- Microsoft Dynamics NAV and Sage Micropay experience is desirable, but not essential.
- Demonstrated experience supporting the preparation of schedules and reports for internal and external auditors.
- Demonstrated ability to prioritise and meet deadlines in a high demand-working environment.
- Excellent interpersonal, communication (oral and written), and negotiation skills.

Other requirements


- Current Drivers Licence.
- Provide a National Police Check less than three months old.
- Be able to meet the requirements of a Working with Children (Blue Card) Qld (if required).

Capability framework

NQPHN has a capability framework in place. This role has the following core competencies and expected levels.

Core competency	Standard
Teamwork and team leadership	<ul style="list-style-type: none"> • Supports others in taking independent action. • Resolves issues that occur with minimal direction. • Invites and builds upon the ideas of others. • Assumes additional responsibilities to facilitate the achievement of team goals. • Actively shares knowledge among peers or offers advice to less experienced colleagues. • Effectively transfers acquired knowledge and expertise. • Demonstrates initiative in professional self-development.
Resource management	<ul style="list-style-type: none"> • Manages the allocation of resources in relation to business needs. • Manages the work plan, sets timelines and milestones, and involves stakeholders to deliver on time. • Provides advice on procedures and the use of resources.
Flexibility and continuous improvement	<ul style="list-style-type: none"> • Anticipates having to adapt work methods to changing technology and environments. • Considers problems from all new perspectives and can expand on the thinking or solutions proposed by others. • Adapts to new ideas and initiatives relevant to own area of work. • Understands and promotes the Organisation's business needs and policies for introducing change. • Is able to present the Organisation's priorities as they relate to own area of work. • Explains and convinces others of the need for adaptation and change of policies, structures, and methods.
Stakeholder engagement and communications	<ul style="list-style-type: none"> • Writes information coming from multiple sources in a logical and comprehensive, yet concise manner. • Combines information from various sources in a concise and consistent manner. • Makes sound use of graphics and tables to effectively present numerical data. • Actively nurtures both formal and informal contacts to facilitate the progress of work by proactively sharing information, best practices and respective interests and areas of expertise. • Identifies current or past contacts that can provide work-related information or assistance. • Fosters two-way trust in dealing with contacts (e.g. maintains confidentiality regarding sensitive information). •
Quality management	<ul style="list-style-type: none"> • Gain an understanding of quality management systems, so effective feedback on limitations can be provided.

Core competency	Standard
	<ul style="list-style-type: none"> • Utilise quality management systems where provided by the PHN. • Provide feedback to line managers on utility of quality management systems.
Strategic thinking and innovation	<ul style="list-style-type: none"> • Provides a rationale for decisions, relating them to the overall goals. • Able to work on strategic activities within the team, either across the whole or within particular areas. • Actively contributes to strategic discussions. • Understands the organisation's current and future role. • Looks for opportunities for business improvement.
Governance and risk	<ul style="list-style-type: none"> • Ensures governance arrangements are being met. • Constructs formal reporting structures that are appropriate for successful partnerships. • Refers to key healthcare benchmarks in making recommendations. • Has a working understanding of the legal governance of engagement with public and service users. • Identifies and manages risk. • Remains familiar with and adheres to all policies and procedures, including Workplace Health and Safety. • Contributes to a safe workplace.
Project and program management	<ul style="list-style-type: none"> • Ensures a clear project scope. • Develops effective project plans and cost schedules. • Calculates, relates, and responds to variances in schedule and costs. • Ensures effective project reporting. • Effectively manages project change using appropriate change control techniques. • Able to identify major and minor tasks for projects using a broad range of complex and technical tools. • Manages relationships of internal and external resources and interfaces with other groups. • Can identify and mitigate variations, changes, and conflicts. • Solves complex problems in own area even when not always clearly defined. • Resolves problems that may impact upon wider team/overall objectives. • Able to apply a broad range of complex, technical or professional risk tools in a wide variety of projects.
Commissioning	<ul style="list-style-type: none"> • Apply commissioning guidelines and framework. • Develop written, well-structured commissioning that clearly sets out business requirements. • Monitor Commissioning processes to ensure they are open, transparent, and effective. • Understand and participate in the commissioning process and ensure actions are in line with the framework.



This position description contains a limited summary of the most frequently occurring tasks and responsibilities. In practice the employee can and will be entrusted with various other tasks and responsibilities that may also be of vital importance to the performance of his or her duties. The employee will properly execute these tasks and responsibilities and will not limit themselves to invoke the tasks and responsibilities exclusively summarised in this position description.