

Position Description

Position Title:	Finance Officer
Classification:	EBA, Level 5
Division:	Administration
Department / Unit:	Corporate Services
Reports to:	Chief Financial Officer
Salary and Conditions:	As per current MHPH Administrative and Support Staff Enterprise Agreement (EBA) and National Employment Standards
Immunisation Risk Category:	Category C

Hospital Description

Mildura Health Private Hospital (MHPH) is a 56-bed private hospital incorporating:

- Inpatient Ward with two-bed Enhanced Care Unit
- Day Procedure Unit
- Perioperative Suite, with five operating theatres
- Day Oncology Unit located within the Mildura Health Icon Cancer Centre, where Radiation Oncology services are also provided by Icon Cancer Care
- Partnership with Mildura Health Private Consulting.

Specialties available at MHPH include Cardiology (pacemaker insertions), Dental, Ear Nose and Throat, General Medicine, General Practice, General Surgery, Gynaecology, Oncology, Ophthalmology, Oral & Maxillofacial, Orthopaedics, Palliative Care, Plastic / Reconstructive, Sleep Studies, Urology and Vascular.

Our Vision

Your health, your choice.

Mission Statement

Providing life-long, exceptional health care when you need it.

Our Values



Honesty
We act with uncompromising honesty and integrity in everything we do.



Fairness
We operate in accordance with the rules and an ethical framework.



Respect the Rights of Others
We show respect for the dignity of the individual and mutually respect and value each other.



Independence
We are independent in thought and action and understand the importance of Mildura Health's core responsibility as a good corporate citizen in our community and industry.

Position Summary

To provide timely, accurate, and efficient processing of accounts payable and banking within the Corporate Services team, lead process efficiency improvements, and provide general support to the team as required.

Mandatory Requirements

- Satisfactory National Police Check.
- Current Employee Working with Children Check.

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- Satisfactory Health Declaration (MHPH documentation).
- Immunisation History
 - Vaccination against Influenza is a mandatory requirement for healthcare workers in Victoria, and as such, all employees at MHPH
 - In accordance with the Australian Technical Advisory Group on Immunisation (ATAGI) advice and the Australian Immunisation Handbook, it is strongly recommended that Victorian healthcare workers remain up to date with their COVID-19 vaccinations.
- Photo Identification (Drivers Licence/Passport).

Key Selection Criteria

- Minimum 2 years' experience in accounts payable processing and / or banking within a finance team.
- Previous experience in an administrative role involving clerical and customer service duties. (desirable).
- Experience within health industry (desirable).
- Computer literacy with finance systems and Microsoft Office products.

Skills, Knowledge, and Attributes

- Excellent communication and interpersonal skills with a customer service focus.
- Ability to work both individually and in a team environment.
- Ability to plan and prioritise own workload with finance team and organisation requirements.
- Attention to detail.
- Willingness and ability to learn all areas of the Hospital's finance functions.
- Problem solving skills.
- Promote a friendly, respectful and supportive environment within the department and organisation.
- Ability to maintain confidentiality and privacy.

Key Responsibilities

- Provision of accurate, efficient, and timely processing of accounts payable function including monitoring purchase orders and matching to invoices, invoice entry, reconciliation of supplier accounts and credit cards, and processing of supplier payments.
- Provision of accurate, efficient, and timely banking and cash requirements for the Hospital including monitoring hospital bank accounts, ensuring change for hospital cash requirements, banking of cash and reconciliation of hospital cash and bank accounts.
- Provision of accurate, efficient, and timely accounts receivable tasks including receipting payments and assisting with the WebPAS patient billing and debtor management.
- Daily recording, reporting, and forecasting of hospital cash flow.
- Manage petty cash including issuing cash, entering expenses, and reconciliation.
- Lead process and system efficiency improvement projects within areas of responsibility including improving internal financial controls and automation of processes.
- Assist with payroll duties including performing checks on data entry, fortnightly payroll payments and payroll system maintenance.
- Work with procurement to improve integration of purchase orders with accounts payable function and automation of expenditure matching.
- Deliver agreed Key Performance Indicators that demonstrate accuracy and completeness of processing, process, and system efficiencies.

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- Deliver customer focused service to patients, internal stakeholders, and suppliers by providing appropriate and professional assistance.
- Develop customer focused relationships with internal customers and other departments.
- General administration support for the Corporate Services team.
- Other duties as required and directed by the Chief Financial Officer.

General Responsibilities

- Comply with organisational policies, procedures and incident and complaint reporting processes.
- Ensure information relating to MHPH, patients and colleagues remains strictly confidential.
- Support an inclusive environment where all individuals are treated fairly, with respect and receive equity in opportunity.
- Actively participate in developing cultural competence and understanding of diversity.
- Actively participate in the promotion of a positive and engaging team culture.
- Report faulty equipment or maintenance issues as soon as identified.
- At the request of Management, undertake such other duties within the organisation as trained and competent to do, and which fall within scope of practice (as relevant).

Professional Development

- Participate in the MHPH appraisal process.
- Complete mandatory competencies as directed and per the Training/Competency Calendar.
- Maintain and update knowledge and skills through regular attendance at education and training sessions and in-service education.
- Keep abreast of technology relating to the area.

Safety and Quality

- Understand the MHPH Quality Management System and actively contribute to quality improvement activities and the Hospital's plan to achieve organisational objectives.
- Understand, contribute to, and participate in MHPH's ISO certification process.
- Understand, contribute to, and participate in the application of the National Safety and Quality Health Service Standards (NSQHS) applicable to MHPH.

Occupational Health and Safety

- Take reasonable care to protect the health and safety of self and others.
- Follow safe work practices and comply with MHPH's Occupational Health and Safety policies and procedures and legislation, proactively reporting hazards, incidents and injuries to Manager.
- Make proper use of all safeguards, safety devices and personal protective equipment.

Signed Employee:	Date: