

# Recruitment Package



## Accounts Officer

Part-time (0.4 FTE)

Two-year fixed-term contract

Subject to three month probationary period

Salary \$27,917.17 + generous salary packaging plus super

This Recruitment Package contains:

Part 1 – Information about the organisation and the position

Part 2 – Job application guidelines

Part 3 – Position description

## PART 1 – Information about the organisation and the position

Rural Health West is a not-for-profit, membership-based organisation. It is a company limited by guarantee, funded by the State and Commonwealth governments to support communities in rural and remote Western Australia through the recruitment and retention of a high quality, sustainable health workforce and the provision of direct community services.

Rural Health West is an equal opportunity employer committed to providing a working environment that embraces and values diversity and inclusion. We encourage people from different backgrounds to apply, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds and people with disabilities.

Further information is available at [www.ruralhealthwest.com.au](http://www.ruralhealthwest.com.au).

### The position

Rural Health West is looking for a dynamic and dedicated Accounts Officer to join the Corporate Services Team two days per week.

### Advertisement as found on SEEK.com.au

#### Accounts Officer

Rural Health West aims to improve access to quality healthcare for rural communities through the provision of a highly skilled, motivated and sustainable medical, nursing, midwifery, dental and allied health workforce. We are a not-for-profit organisation primarily funded through WA Country Health Service and the Australian Government Department of Health.

- Part time (0.4 FTE) – two days per week
- Two-year fixed term contract
- Central location in Nedlands, Western Australia
- Excellent remuneration - \$27,917.17 pa (plus super)
- Tax free salary packaging up to \$15,899 per annum

We are looking for someone who has:

- Year 12 or equivalent competency
- Advance demonstrated experience using MYOB AccountRight – Accounts Payable and Accounts Receivable
- Demonstrated experience dealing with and maintaining confidential information
- Demonstrated ability in using Microsoft Office, particularly Excel
- Demonstrated knowledge of payroll processing
- Well-developed interpersonal skills together with the ability to relate to and work harmoniously and constructively with staff at all levels
- Demonstrated ability to work independently in an organised manner with detailed planning and problem-solving skills
- Flexibility and willingness to contribute constructively as a team member in achieving the aim of serving both internal and external stakeholders
- Ability to maintain records in a systematic, accurate and methodical manner
- Flexibility to work extra paid days as required at a times of annual leave for the Finance Officer
- Knowledge of and ability to apply financial processing procedures
- Willingness to contribute to a positive workplace culture
- Foster a culture of strong staff engagement aligning with Rural Health West's values
- Perform other related duties as required

To be considered for interview, applicants must:

**send a CV and a detailed covering letter** (in Word format) addressing key elements of the role which can be found at [www.ruralhealthwest.com.au/employment](http://www.ruralhealthwest.com.au/employment); and

**apply via Seek**

**For further information**, telephone Rural Health West on 08 6389 4500.

**CLOSING DATE FOR APPLICATIONS IS 2 NOVEMBER 2020**

## **PART 2 – Job application guidelines**

Thank you for your interest in applying for a position at Rural Health West. It is important that your application complies with the guidelines below. Your application must be received by 4:30pm on the closing date. Late applications may not be accepted.

Please note that the successful applicant will be required to provide a copy of their National Police Clearance Certificate which is less than six months old.

### **What to include in the written application**

- A covering letter containing:
  - the title of the position for which you are applying;
  - a paragraph or two highlighting the main skills or abilities you can bring to the position that demonstrate your ability to perform the key responsibilities of the role; and
  - details of how and when you can be contacted if required to attend an interview.
- Your resumé (curriculum vitae) providing your personal details, qualifications and work history.
- Photocopies (not originals) of your major qualifications.
- Evidence of your eligibility to work in Australia if you are not an Australian or New Zealand citizen or permanent resident.

### **What happens after the closing date?**

The selection committee will consider all completed applications. The selection process is usually completed within four weeks of the closing date. You will be contacted again if you are required for interview.

### **How to prepare for the interview**

The interview questions will be job-related and based on the selection criteria to enable you to provide examples of work situations where you applied the required knowledge, skills and abilities. You may also bring along any reports or examples of your work that you consider relevant for presentation at the interview.

### **Who to contact for more information**

Rural Health West Human Resources

Telephone 08 6389 4500

## **PART 3 – Job description**

### **Key responsibilities**

- Accounts Payable
- Accounts Receivable
- Banking and bank reconciliations
- Payroll
- Petty cash/cash advance reconciliations

Actively contribute to the development of a culture consistent with the values of Rural Health West.

### **Position relationships**

The applicant will work as a member of the Corporate Services Team, responsible to the Financial Controller and working in collaboration with other team members, mainly being the Finance Officer.

### **Statement of duties**

#### Accounts Payable

- Check accuracy and completeness of accounts payable documentation, ensuring transactions are being coded to the correct account number and cost centre. This will include liaising with program officers directly and discussing with them appropriate coding.
- Prepare and process all transactions for accounts payable, ensuring a high level of correctness and attention to detail.
- Prepare Electronic Funds Transfer and cheque payments, obtaining the necessary approvals for release of funds.

Process grants and reimbursements paid to Rural Health West grant recipients.

#### Accounts Receivable

- Check accuracy and completeness of accounts receivable documentation, ensuring transactions are being coded to the correct account number and cost centre. This will include liaising with program officers directly and discussing with them appropriate coding.
- Prepare and process all transactions for accounts receivable, ensuring a high level of correctness and attention to detail.

#### Banking and bank reconciliations

- Prepare and process all transaction records.
- Assist the Finance Officer with daily bank reconciliations and providing the Financial Controller with monthly reconciliation reports in a timely manner.
- Assist the Finance Officer with monitoring cash balance on a daily basis and liaise with the Financial Controller and Chief Operating Officer when transfers are required.

Payroll (including leave cover for the Finance Officer in conjunction with the Financial Controller)

- Prepare, input and maintain payroll and related accounting records.
- Liaise with outsourced payroll service provider and Financial Controller.
- As required, liaise with Human Resources administration to confirm paperwork of staff employment contracts and rates of pay, ensuring appropriate paperwork is provided.

Provide support in maintaining the on-line ADP ezLabor timesheet system and assist staff with payroll and timesheet enquiries as required.

## Petty cash/cash advance reconciliations

Administer petty cash function, including monthly reconciliation.

## General Responsibilities

- Assist staff with information on finance procedures and policies
- Provide information to rural health professionals on finance related matters as required.
- Ad hoc general business and financial services administration duties including but not limited to filing/records management and archiving.
- Assisting with annual statutory audit as required.
- Other duties as required.

## Selection criteria

### Essential

- Year 12 or equivalent competency
- Advance demonstrated experience using MYOB AccountRight – Accounts Payable and Accounts Receivable.
- Demonstrated experience dealing with and maintaining confidential information
- Demonstrated ability in using Microsoft Office, particularly Excel.
- Demonstrated knowledge of payroll processing
- Well-developed interpersonal skills together with the ability to relate to and work harmoniously with staff at all levels.
- Demonstrated ability to work independently in an organised manner with detailed planning and problem-solving skills.
- Flexibility and willingness to contribute constructively as a team member in achieving the aim of serving both internal and external stakeholders.
- Ability to maintain records in a systematic, accurate and methodical manner.
- Flexibility to work extra paid days as required at times of annual leave for the Finance Officer.
- Knowledge of and ability to apply financial processing procedures.
- Willingness to contribute to a positive workplace culture.

## Appointment factors

- The normal working week will be 15 hours worked on a Monday and Tuesday, but some additional after hours and occasional weekend work will be required.

## Rural Health West values

### Living our values

At Rural Health West we have four values that define how we complete business and work with each other and our customers every day. To ensure that we are staying true to these values, we have described and agreed the behaviours that we expect staff to display every day.

#### **Community – we work hard to ensure rural communities have access to quality health services**

- We provide solutions and services that support and enable the communities we serve.
- We identify relationships and proactively work on building and nurturing them.
- We respect and value difference and appreciate the views and beliefs of others.
- We foster a culture in which people feel safe to discuss their views and opinions in a constructive manner.

#### **Integrity – we do the right thing, always**

- We are consistent in all that we do.
- We complete all interactions with professionalism and respect.
- We listen, ask questions and make informed decisions.

#### **Innovation – we embrace change and strive for improvement**

- We seek new opportunities and alternate solutions to achieve our vision.
- We are aware of and adapt to current events and trends that impact our sector and community.

#### **Accountability – we value the trust placed in us by our customers, our partners and our funders**

- We embrace our vision, mission, objectives and values.
- We take full accountability for our development and always look for ways to improve our performance.
- We are proactive, individually and as a team, to deliver business results.
- We are risk aware and follow required policies and procedures.