

Recruitment Package



Management Accountant – Outreach and Regional Services

Part-time (0.8 FTE)

Two year fixed-term contract

Subject to three-month probationary period

Salary – \$80,394 per annum, pro rata to 0.8 FTE (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.

The position

Rural Health West is looking for a Management Accountant to join Corporate Services to support the Outreach and Regional Services team.

Advertisement as found on [SEEK.com.au](https://www.seek.com.au)

Management Accountant – Outreach and Regional Services

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 (0.8 FTE)
- Two year fixed-term contract
- Central location in Nedlands, Western Australia
- Excellent remuneration – \$80,394 per annum, pro rata to 0.8FTE (plus super)
- Tax free salary packaging up to \$15,899 per annum

We are looking for someone who can:

- In conjunction with the Rural Health West Management Accountant, coordinate and maintain all financial processing and reporting functions in accordance with contractual obligations and internal management requirements. This includes (but is not limited to):
 - Production of monthly financial performance dashboards for all programs.
 - Review of monthly management reports (profit and loss and transaction listings) to ensure correctness.
 - Completion of six-monthly and annual financial report and data report, to be provided to the funds of the Rural Health West Outreach Services programs.
 - In conjunction with the Financial Controller, assist with annual statutory audit for Rural Health West and individual program acquittal audits.
 - Provide advice to the Outreach and Regional Services team in relation to available funding for proposed services.
 - Provide assistance to the Outreach and Regional Services team in their annual budgeting processes.
 - Compile monthly accruals for relevant programs.
 - Upload of the approved services invoices to MYOB (Rural Health West's finance system).
- Contribute to the development, implementation, monitoring and evaluation of Rural Health Outreach Services programs.
- In conjunction with the Management Accountant develop, review and monitor business processes and systems to ensure timely, efficient and effective operation.
- In conjunction with the Financial Controller, Manager – Outreach and Regional Services and Management Accountant, maintain and develop the Outreach Management System (OMS) online data base portal. This includes (but no limited):
 - Day-to-day management of Service Provider delivery contracts, including variations to services being provided.
 - Uploading of annual services budgets to OMS.
 - Liaise with external service providers in relating to finance matters attributable to OMS.
- Provide ongoing training and support to program team members on financial processes.
- Assist with the development and ongoing review of budgets, policies, procedures and plans including risk management.
- Provide leave cover for the Rural Health West Management Accountant with the possibility to work extra days while the Rural Health West Management Accountant is on leave.
- Foster a culture of strong staff engagement aligning with Rural Health West values.
- Perform other related duties as required.

To be considered for interview, applicants must **send a CV and a detailed covering letter** (in Word) addressing key elements of the role which can be found at www.ruralhealthwest.com.au/employment.

You must apply via Seek [HERE](#).

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

CLOSING DATE FOR APPLICATIONS IS 6 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 5:00pm 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; and
 - details of how and when you can be contacted if required to attend an interview.
- Your résumé (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. You will be contacted 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 – Position description

Date: 27 October 2020

SECTION 1: POSITION IDENTIFICATION

Position title: Management Accountant – Outreach and Regional Services

SECTION 2: LEVEL OF RESPONSIBILITY

Position responsible to: Financial Controller

Position responsive to: Management Accountant

Positions with direct responsibility to this position: Nil

Position band: 3

SECTION 3: CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature: _____ Date: _____
Financial Controller

Signature: _____ Date: _____
Chief Operating Officer

Signature: _____ Date: _____
Chief Executive Officer

As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name: _____

Signature: _____ Date: _____

Date appointed to this position: _____

SECTION 4: KEY RESPONSIBILITIES

As a member of the Corporate Services team, contribute to the aims and objectives of Rural Health West to ensure the provision of quality in-house business practices and services.

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

SECTION 5: POSITION RELATIONSHIPS

The applicant will work as a member of the Corporate Services team, reporting to the Financial Controller.

SECTION 6: STATEMENT OF DUTIES

Management reporting – Outreach and Regional Services

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 - Completion of six monthly and annual financial report and data report, to be provided to the funds of the Rural Health West Outreach Services programs.
 - In conjunction with Financial Controller, assist with annual statutory audit for Rural Health West and individual program acquittal audits.
 - Provide advice to the Outreach and Regional Services team in relation to available funding for proposed services.
 - Provide assistance to the Outreach and Regional Services team in their annual budgeting processes.
 - Compile monthly accruals for relevant programs.
 - Upload of the approved services invoices to MYOB (Rural Health West's finance system).
- Contribute to the development, implementation, monitoring and evaluation of Rural Health West Outreach Services programs.
- In conjunction with the Rural Health West Management Accountant develop, review and monitor business processes and systems to ensure timely, efficient and effective operation.
- In conjunction with the Financial Controller, Manager – Outreach and Regional Services and Management Accountant, maintain and develop the Outreach Management System (OMS) online data base portal. This includes (but no limited):
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SECTION 7: SELECTION CRITERIA

Essential

- Relevant tertiary qualification in accounting/finance.
- Relevant experience in accounting, budget development, business planning and financial reporting.
- Proficiency in use of accounting software (preferably MYOB) and computing skills including high level of competency developing Excel spreadsheets.
- Demonstrated ability to work independently, constructively and cooperatively as part of the Finance team.
- A very high degree of attention to detail.
- Highly developed interpersonal, written and verbal communication skills.
- Demonstrated ability to meet tight deadlines while managing multiple tasks.
- Willingness to contribute to a positive workplace culture.

Desirable

- Progress toward CPA/CA professional program or recently gained CPA/CA member designation.
- Demonstrated ability to set priorities and meet deliverable due dates.
- Demonstrated experience in financial reporting to government funding bodies.
- Demonstrated experience in not-for-profit accounting.
- Experience and/or demonstrated interest in Data Management systems.

SECTION 8: APPOINTMENT FACTORS

- Some limited interstate and intrastate travel may be required.
- Hours of employment are part-time 30 hours per week (0.8 FTE).

SECTION 9: RURAL HEALTH WEST'S 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.