

## **JOB DESCRIPTION**

### Finance Officer

#### **Purpose of the Job**

Provide timely, accurate and efficient financial services including the day-to-day management of payables, receivables and payroll for Nelson Day Surgery. Provide general administration support for the business including support for directors meetings.

**Reports to:** Theatre Manager

#### **Key Responsibilities**

##### *Financial Services*

- Complete all payables, receivables and payroll functions in an accurate, consistent and timely manner that complies with internal policies, audit and legal requirements.
- Ensure financial and employee data is accurately maintained and kept up to date.
- Review reconciliations, PAYE and ACC schedules, with any anomalies and variances investigated, documented and resolved.
- Run routine and ad hoc payroll and other financial reports to ensure accuracy and compliance.
- Manage the timely collection of outstanding debts.
- Prepare accurate and timely GST returns.
- Provide accurate and timely financial information to the Accountant.
- Assist the Accountant to prepare budgets, forecasts, and monthly and annual reports as required.
- Undertake cost updating with external parties including District Health Boards and ACC in conjunction with the Theatre Manager.
- Facilitate the provision of quotes for patient surgery in conjunction with the Theatre Manager as required.
- Manage ACC applications for treatment and liaise with insurance providers.
- Support the negotiation of and prepare new contracts with external parties including Southern Cross and District Health Boards.
- Support the accreditation process as required.
- Ensure continuous improvement of systems and processes, particularly regarding the time and cost efficiency of transactions.
- Maintain up to date knowledge of best practice and legislative and ACC changes, ensuring processes and documentation are updated as required.
- Proactively identify potential issues or risks to the Theatre Manager and actively manage these as they arise.

##### *Administrative Support*

- Prepare agendas and take minutes for directors meetings.
- Assist the Theatre Manager to ensure staff are credentialed and have up to date practising certificates.
- Assist with auditing and regularly review the patient record management system as required; ensure all information is entered accurately.

- Undertake and maintain oversight of ad hoc projects to ensure they are completed and delivered on time and within budget.
- Provide general administrative support as required.

#### *Teamwork*

- Work positively, sensitively, constructively and in culturally appropriate ways with all patients, colleagues and specialists to secure positive outcomes and maintain collaborative relationships.
- Be open, approachable, and responsive to others needs.
- Exchange information with appropriate personnel to ensure the highest standard of patient care.
- Work within professional and ethical guidelines for practice including Code of Health and Disability Service Consumers' Rights, clinical protocols, policies and procedures.
- Demonstrate understanding of the principles of the Treaty of Waitangi and apply the principles of partnership, protection and participation in everyday practice.

#### *Accountability & Personal Responsibility*

- Identify and escalate systems and processes that require improvement.
- Maintain knowledge of current best practice guidelines within area of practice.
- Contribute to the ongoing teaching and learning opportunities by willingly sharing knowledge and engaging in continuous learning to improve self.
- Demonstrate individual responsibility, and actively contribute to, own professional development and annual appraisal.
- Identify own level of competence and seek assistance, knowledge, and direction as necessary.
- Participate in projects and perform other duties as reasonably required to support our success.
- Model our values and adhere to our policies and procedures.

#### *Health & Safety*

- Promote a safe and healthy work environment by taking personal responsibility for your own health, safety and well-being and supporting others to do likewise.
- Contribute to a safe environment for everyone; adhere to the Health & Safety at Work Act 2015 and our Health and Safety policies and procedures.
- Report and document any incident, near miss and hazard in a timely way and assist in the management of these.
- Take responsibility and action when activities or situations compromise safety and/or wellbeing.
- Understand and comply with emergency procedures and plans and lines of communication to maximise effectiveness in a crisis situation.

#### *Quality Improvement & Risk Management*

- Actively participate in and contribute to continuous quality improvement and risk management activities.
- Contribute to the development, review and maintenance of appropriate policies, procedures and guideline documentation, in conjunction with the wider team.

#### *Privacy*

- Adhere to the Privacy Act 2020 and Health Information Privacy Code 2020, and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality in respect to our business, operations, employees, and patients.

## **Key Skills / Requirements**

### *Technical Skills & Experience*

- Demonstrated experience administering compliant and effective general financial, transactional and payroll services in a commercial environment.
- High level knowledge of payroll, accounting principles and audit controls.
- Excellent general computer skills and experience using Xero and MYOB preferred.
- A good understanding and knowledge of financial best practice.
- An understanding of the healthcare environment an advantage.

### *Personal Attributes*

- A positive, enthusiastic, and friendly team player with the ability to work autonomously and maintain professional and positive relationships with others.
- Excellent planning, organisational, and time management skills with the ability to work under pressure.
- Flexibility to respond to changing work demands and deadlines.
- A strong customer service focus.
- Strong numeric reasoning and problem solving skills.
- Good verbal and written communication skills.
- A high standard of personal and professional integrity, with high levels of discretion and appreciation of patient confidentiality.
- Demonstrated commitment to quality and continuous improvement with the ability to identify and improve systems and processes.
- Excellent attention to detail with high numeric and data input accuracy.
- Commitment to ongoing professional development with a willingness to share knowledge and skills.
- An understanding and commitment to the principles of the Treaty of Waitangi.
- Responsible and accountable for actions; actively seeks feedback and is open and receptive to it.

### *Qualifications*

- A relevant tertiary qualification.
- Current workplace first aid certificate desirable (training can be provided).
- A full New Zealand driving licence.

### *Vaccination Requirements*

Nelson Day Surgery is a fully vaccinated place of employment; the job holder would also be expected to be vaccinated.

## **Key Relationships**

### Internal

Theatre Manager  
Nursing and ancillary staff  
Support staff

### External

Accountant  
Surgeons, Anaesthetists, Medical Specialists  
Allied Health Professionals  
Patients  
Contractors  
Service providers  
Suppliers / Company representatives  
District Health Boards  
ACC  
Medical Insurers

## Agreement

\_\_\_\_\_  
Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Theatre Manager Name & Signature

\_\_\_\_\_  
Date

*Note, from time to time this job description may be reviewed and updated with the employee in response to the changing nature of the work environment.*