

Position Description: Assistant Accountant and Contracts Administrator

Business area: Finance

FTE: Full time Role

Reports to: Accounting Manager



Our Purpose

Our Mission :

Excellence in health care within a culture of caring

Our Vision :

To be an innovative centre of excellence, where people choose to receive health care and people love to work.

Our Values:

Four core values:

- Do the Right Thing
- Aim for Excellence
- Caring for All
- Work Better Together

Position Objective:

- Assist with end of month financial reporting requirements.
- Administration of Health New Zealand contracted services.
- Administration of Southern Cross Affiliated Provider contract for Ear, Nose and Throat surgery.
- Work collaboratively with the accounts team to accomplish shared financial reporting goals and objectives.

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> • Chief Financial Officer • Accounting Manager • Accounts Receivable Officer • Accounts Payable Officer • Revenue Officer • Accounts Administrator • Application Specialist • Department Managers • Contracts Team • All St George's Hospital colleagues 	<ul style="list-style-type: none"> • Health NZ contract secretaries • Health Insurers • Surgeon secretaries • Anaesthesia Associates • ACC (Treatment Injuries)

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Key Areas of Accountability:

Area of Accountability	Expected Results
Contract Administration	<ul style="list-style-type: none"> • Liaise with Surgeons Secretaries to book contracted patients in accordance with contractual obligations of priority and timeliness. • Corresponds with the funder to resolve any queries including those related to ACC. • Invoicing of Contracted patients through patient billing system. • Monitor and record invoices from surgeons and anesthetists for associated cost of surgery. • Reports to Contract Holders as determined by the contract.
Accounts Receivable and Patient Invoicing	<ul style="list-style-type: none"> • Prepare monthly invoices to Health NZ in accordance with the requirements of the contract. • Assist with preparing sundry invoices in Tech One Finance System at the end of month. • Follow up on any outstanding payments to Health NZ.
Monthly Reporting	<ul style="list-style-type: none"> • Assists with business processes (daily and monthly) to support the preparation of management accounts including bank reconciliations, inventory and stock reconciliations, month end standing journals and statistical information. • Assists with further reconciliations and reports as required.
Analytical Support	<ul style="list-style-type: none"> • Provides data to assist with the negotiation of new contracts or the renewal of existing contracts. • Provides data to assist when negotiating or renegotiating set fee pricing. • Reviews new and existing pricing constructs to assess and quantify their effectiveness.
Interpersonal Relationships/Teamwork	<ul style="list-style-type: none"> • Promotes harmonious working relationships within all staff members. • Contributes positively to the goals of the team and the organisation. • Communicates effectively, honestly, and openly with other team members. • Models St George's values.
Professional Development	<ul style="list-style-type: none"> • Participates in Tech One finance education, training events and in testing of software upgrades as required from time to time. • Work collaboratively with Clinical Information team towards developing business intelligence reporting.
Quality Improvement	<ul style="list-style-type: none"> • Document and report any patient complaint or dissatisfaction honestly in accordance with the hospital's health and disability advocacy policy. • Participates in the development/review of policies and procedures as required.
Organisational Culture	<ul style="list-style-type: none"> • Promotes harmonious working relationships within the organisation. • Understands and promotes the concept of internal and external customers (patients, colleagues, and clinicians) and the need for customer focus. • Maintains confidentiality in respect to all St George's operations, business, employees, clients, and patients.

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Cultural understanding and commitment to Te Tiriti o Waitangi	<ul style="list-style-type: none"> Demonstrates an understanding of and commitment to our responsibilities of Te Tiriti o Waitangi. Respects diversity of cultural, this may include age, gender, sexuality, ethnicity, culture, disability or beliefs.
Health & Safety	<ul style="list-style-type: none"> Complies with and supports all health and safety policies, guidelines, and initiatives. Ensures all incidents, injuries and near misses are reported in our H&S reporting tool.
Cyber Security	<ul style="list-style-type: none"> Access computer software applications safely and in accordance with IT code of conduct. Care is taken around keeping user passwords safe and confidential. Any cyber incidents or perceived threats are reported immediately. Complete regular cyber security training videos as required. Abide by hospital's cyber security policy and procedures.
Other Duties	<ul style="list-style-type: none"> Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NCEA Level 2 or equivalent 	<ul style="list-style-type: none"> NCEA Level 3
Experience & Knowledge	<ul style="list-style-type: none"> Minimum 3 years' experience with data entry, accounting packages and Microsoft Office Suite (Excel and Word), is essential. End of month accounting, including general ledger reconciliation, journal entries and accruals. Good spreadsheet skills. 	<ul style="list-style-type: none"> Commercial experience with contract administration.
Personal Attributes	<ul style="list-style-type: none"> Excellent Interpersonal and communication skills Attention to Detail Organised Flexible and able to work as an effective team member Demonstrates initiative and the ability to work unsupervised Outstanding customer service skills 	