

POSITION DESCRIPTION

Position:	Accounts Clerk
Division:	Corporate Services
Unit:	Finance
Enterprise Agreement	Victorian Public Health Sector (Health & Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement
Reports to:	Finance Manager
Accountable to:	Management Accountant

MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.

VISION

Your Hospital – We care.

MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

VALUES

 Responsiveness	Responsiveness: Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice.
 Integrity	Integrity: Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level.

 Impartiality	Impartiality: Making decisions and providing advice on merit and without bias, favouritism or self- interest; objectively considering all relevant facts and fair criteria.
 Accountability	Accountability: Working to clear objectives in a transparent manner and accepting responsibility for decisions and actions.
 Respect	Respect: Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying.
 Leadership	Leadership: Actively implementing, promoting and supporting these values. Leadership is about positive influence, inspiring and empowering others.
 Human Rights	Human Rights: Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.

POSITION SUMMARY

The Finance Clerk has responsibility for effective processing of the Accounts Payable and Accounts Receivable functions, whilst providing financial, administrative and clerical services to ensure effective, efficient and accurate financial and administrative functions within the Hospital are maintained. This includes the efficient and effective coordination of the banking and debt collection functions of the department and ensuring that all monies received are receipted, reconciled and banked daily.

KEY RESPONSIBILITIES AND DUTIES

- Effective processing of accounts receivable functions such as;
 - customer invoicing
 - cash collection and reconciliation
 - receipting and banking
 - debt collection
 - bank statement processing/clearing
- Effective processing of accounts payable functions;
 - Processing invoices for payment
 - Preparation of payment proposals
 - Processing and reconciliation of VMO invoices and payments
- Update and maintain databases and registers as instructed
- Participate in the training of new staff when required
- Perform additional duties within skill and competence level, as requested by management

- Participate in team/departmental meetings and other organisation meetings as required
- Participate in staff development and training as required
- Make recommendations to the relevant Manager on changes to existing work practices, policies or procedures that would support quality improvement within the department
- Other duties as directed by the relevant manager

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee, you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

Desirable:

- Qualifications in Administrative and / or Accounting disciplines
- Previous experience using Oracle software
- Relevant health services experience

Personal Qualities, Knowledge and Skills

- Demonstrated ability to maintain confidentiality
- High level computer skills including the ability to adapt to various computer systems and applications
- Demonstrated ability to work individually or part of a team in a busy environment
- Excellent and empathetic communication and interpersonal skills including telephone response and face to face customer service to a diverse range of people
- Demonstrated ability to deal with difficult patients/consumers/customers
- Ability to adapt to changing working environments, including different working areas, workstations, and people
- High level of self-confidence
- Ability to provide excellent customer service to both internal and external customers

MANDATORY REQUIREMENTS

National Police Record Check:

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing

employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver's licence is not mandatory for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.