

POSITION DESCRIPTION

POSITION TITLE	System Accountant
LOCATION	Penrith NSW
STREAM	Finance
HOURS	38 hours per week
PD VERSION	1

Wentworth Healthcare Limited, provider of the Nepean Blue Mountains Primary Health Network (NBMPHN) is a not-for-profit organisation which works to improve health for the people in our community. This includes the Blue Mountains, Hawkesbury, Lithgow, and Penrith local government areas.

Our mission is to empower general practice and other healthcare professionals to deliver high-quality, accessible, and integrated primary healthcare that meets the needs of our community.

1. Primary Purpose of this Role

The System Accountant supports the Finance Business Partner and the Finance Team in systems stewardship of the business through the maintenance and development of the company's financial systems, provision of timely and accurate financial and management reporting and information, and by ensuring compliance with legislative requirements. The Finance Business Partner will provide day to day direction and support for this role.

2. Key Outcomes

- 2.1. Maintain, gatekeep and help develop timely and accurate financial and management reporting systems.
- 2.2. Contribute to the identification, development/improvement and implementation of the finance systems, practices and tools needed for organisational success.
- 2.3. Parallel undertaking of Management Accountant's function and back up for Corporate Accountant's function

3. Key Responsibilities

- 3.1. Project management, stewardship and maintenance of finance systems and processes as instructed by the Finance Business Partner and/or Supervisor.
- 3.2. Lead and manage, as instructed by the Finance Business Partner and/or Supervisor, the end-to-end process of implementing, improving, and maintaining the new finance system implementation and related software.
- 3.3. Lead and manage, as instructed by the Finance Business Partner and/or Supervisor, the end-to-end process vis-à-vis integration of the new finance system and related software with other systems used within the organisation.
- 3.4. Liaise with senior stakeholders to establish business systems and reporting needs.

- 3.5. Lead and manage, as instructed by the Finance Business Partner and/or Supervisor, other finance-related projects as the need arises.
- 3.6. Preparation of accurate monthly management reports for review by the Finance Manager, including explanation of key variances.
- 3.7. Assist with the preparation of reports to funding providers and ensure compliance with funding contracts.
- 3.8. Assist with the preparation of budgets and forecasting of expenditure.
- 3.9. Preparation of activity and team budgets.
- 3.10. Assist Business Lines with queries pertaining to their team budgets and supplier reporting.
- 3.11. Ad-hoc support to the Finance Business Partner and Finance Manager, as and when required.

4. Key Relationships

This role is situated in the organisation's Finance Stream, and has the following key relationships:

Supervisor	Executive Manager Business Services
Significant Internal Relationships	Finance Business Partner Finance Team Managers Executive
Significant External Relationships	Software Providers
Number of Direct Reports	NIL
Level of role	5

5. Role Requirements

5.1. Essential

- Accounting Degree and a minimum of 5 years' experience in the field of finance and/or accounting including preparation, analysis and interpretation of accurate financial and management reports, budget reports and maintenance of an asset register.
- Previous experience in project management and implementation of accounting/finance systems.
- Advanced spreadsheeting and Microsoft Excel skills.
- Proven ability to develop and improve finance systems and processes.
- Highly developed written and oral communication skills and ability to work effectively in a team.

5.2. Desirable

- Experience working within a government funded organisation, the not-for-profit sector or within a contracts environment.
- CPA or CA qualification.

6. Special Conditions

- 6.1. Some out of hours work on evenings and/or weekends may be required (e.g., attendance at community forums or meetings).
- 6.2. Travel across the region within the WHL boundary may be necessary.
- 6.3. Current National Police Clearance Certificate and an ongoing requirement to consent to a regular National Police Check being conducted.
- 6.4. Current NSW Driver's Licence.
- 6.5. This role may be subject to public health orders relating to a pandemic or other health emergency. By signing this position description, I agree to comply with all public health order directives.

6. Work Health and Safety

Your safety responsibilities as an employee of Wentworth Healthcare are to take reasonable care of yourself and not do anything that would affect the health and safety of others at work.

You must follow any reasonable health and safety instructions from your employer. It is important that you:

- Work safely.
- Follow instructions.
- Ask if you're not sure how to safely perform the work.
- Use personal protective equipment (PPE) in the way you were trained and instructed to use it.
- Report injuries and unsafe and unhealthy situations to your supervisor or to your Health and Safety Representative.

Acceptance of Position

I hereby accept the position as outlined in the above points and agree to abide by the organisation's values and procedures.

I understand this Position Description is designed to provide a guide to the responsibilities and activities to be undertaken by this position, and that it is not intended to be an exhaustive list. I also agree that there may be changes or additional responsibilities as elements of the role change from time to time.

Name

Signature

Date

Document Management

Manager:	Executive Manager Business Services	Date:	October 2023
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Corporate Services Approver:	People and Culture Officer	Date:	October 2023
Executive Approver:	CEO	Date:	