



**SCHEDULE A**

**POSITION DESCRIPTION**

<b>POSITION TITLE</b>	
Financial Administrator	
<b>POSITION PURPOSE</b>	
<p>Kimi Hauora Wairau Marlborough Primary Health Organisation trading as Marlborough Primary Health (MPH) is an organisation with a vision to Achieve Excellence in Primary Healthcare. The role of MPH is to develop and deliver clinical services to improve quality, safety and experience of care for patients; improve health and equity for all populations; provide value for public health system resources.</p> <p>The position purpose is to provide oversight and management of MPH and associated entities accounts including accounts management, budgeting and investment support. Providing financial information which will assist business decision making and enable organisational growth and wellbeing.</p>	
<b>TREATY OF WAITANGI</b>	
<p>Kimi Hauora Wairau is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection.</p>	
<b>KEY TASKS &amp; PERFORMANCE OUTCOMES</b>	
<b>KEY OBJECTIVES</b>	<b>PERFORMANCE OUTCOMES:</b>
Financial Reporting	<ul style="list-style-type: none"> <li>• Code, collate and reconcile accounts receivables and payable</li> <li>• Enter data and download account information into accounting system</li> <li>• Prepare GST payments</li> <li>• Load creditor payments for authorisation</li> <li>• Manage debtor payments</li> <li>• Maintain all financial records</li> <li>• Updating and maintain customer and supplier files</li> <li>• Bank and month-end reconciliations</li> <li>• Following up on outstanding debtors</li> <li>• Handling and resolving account enquires, both for customers and suppliers</li> <li>• Assist Business Support Team and CEO to prepare monthly financial reports</li> <li>• Assist Managers to quantify and process payments</li> <li>• Assist Managers to resolve questions and issues arising from payment processing</li> <li>• Co-ordinate annual financial audits</li> <li>• Assist the CEO to prepare cashflow plans, and manage changes</li> </ul>
Contract Management	<ul style="list-style-type: none"> <li>• Ensure the financial system meets specific requirements (e.g. reporting, budgets, wages, service delivery, overheads, expiry date, number of staff and resources involved)</li> <li>• Manage and update the financial system as required</li> <li>• Assist managers to develop budgets for contracts in liaison with Business Analysts</li> </ul>

Payroll	<ul style="list-style-type: none"> <li>Assist payroll personnel to set up and complete payrolls fortnightly</li> </ul>
Policy	<ul style="list-style-type: none"> <li>Maintain and review financial policies as required with the Finance and Audit Committee and CEO</li> </ul>
<b>RELATIONSHIPS</b>	
<b>Reports to:</b>	<b>Business Support Team Lead</b>
<b>Team work:</b>	<ul style="list-style-type: none"> <li>Contributes to the effective functioning of the MPH Team and providers, assisting as required.</li> <li>Develop and build relationships internally and externally based on mutual trust and respect</li> </ul>
<b>RELATIONSHIPS</b>	
<b>Internal Relationships</b>	<ul style="list-style-type: none"> <li>MPH Business Support Team</li> <li>Programme Managers and Clinical Leaders</li> <li>MPH members and practice teams</li> <li>CEO and Senior Management Team</li> <li>MPH staff</li> </ul>
<b>External Relationships</b>	<ul style="list-style-type: none"> <li>District Health Boards</li> <li>Ministry of Health</li> <li>Other health sector stakeholders and participants</li> <li>Marlborough Participating General Practice Providers</li> <li>Maori Health Providers</li> </ul>
<b>SKILLS AND EXPERIENCE</b>	
Essential	<ul style="list-style-type: none"> <li>Minimum 5 years' experience in Accounts payable/receivable</li> <li>High level of accounting standards and accountability</li> <li>Well-developed time management skills</li> <li>Strong written and verbal communication skills</li> <li>Understanding of financial management in the NZ health environment</li> <li>Experience in Xero as a financial system</li> <li>Time management skills</li> </ul>
Preferred	<ul style="list-style-type: none"> <li>Tertiary level qualification or relevant Accountancy Qualification</li> <li>Experience and knowledge of the New Zealand health sector</li> <li>Experience in Reckon Accounting as a financial system</li> </ul>
Personal Competencies	<ul style="list-style-type: none"> <li>Facilitate communication, helping participants express their views, share information and solve problems.</li> <li>Writes clear, professional documents.</li> <li>Uses negotiation skills to maintain relationships and produce win-win results.</li> <li>Is assertive – can state own position and debate other positions without losing rapport.</li> <li>Clearly and persuasively communicate information and point-of-view to individuals and groups – pointing out benefits and appealing to logic.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work with the MPH teams to identify issues and resolve problems, errors or oversights.</li> <li>• Participate in business improvement processes and efficiency projects.</li> <li>• Takes responsibility for their duties</li> <li>• Recognise and suggest process improvement actions in conjunction with Programme Managers</li> <li>• Can make autonomous decisions relating to own area of responsibility</li> <li>• Takes responsibility for making decisions and takes actions relating to their work</li> <li>• Can refer to others when assistance is necessary</li> <li>• Handles problems with minimal guidance</li> <li>• Does not rely on others to get the job done</li> <li>• Times questions and requests for assistance carefully to avoid disruption of others</li> </ul>
<b>Signed by Employee:</b>	<b>Signed for and on behalf of the Employer:</b>
Name:	Name:
Signature:	Signature:
Date:	Date: