



Position Description

Assistant Accountant

Position Title	Assistant Accountant
Location	Birtinya; travel may be required across NCACCH service region/s
Employment Status	Part Time; up to 30 hours p/w
Position Report To	General Manager – Corporate Services
Position Responsible for	Nil
Remuneration	Dependent on qualifications & experience Salary sacrifice entitlement available for full time status Employer contribution to superannuation (12.75%)

NCACCH Background Statement

North Coast Aboriginal Corporation for Community Health (NCACCH) is a not for profit, community-controlled health corporation and is funded by the Australian Government's Department of Health (DoH), Central Queensland, Wide Bay & Sunshine Coast PHN and the Queensland Government Department of Health.

NCACCH is an innovative leader in Aboriginal and Torres Strait Islander healthcare, providing a range of services and programs through its hybrid Brokerage and Aboriginal Medical Service model for health service delivery. NCACCH maintains contracts with over 800 primary and allied health professionals across the region.

With the purpose of providing a holistic and comprehensive primary health care service, NCACCH seeks to improve health and social outcomes to our community through:

- Provision of access to a full regional network of health care professionals
- Encouraging choice for Aboriginal and Torres Strait Islander community members and their families. And through exercising this choice, building cultural sensitivity and inclusiveness across the community while simultaneously promoting market competition between health care service providers; and
- Utilising its Aboriginal Medical Service and partnerships with primary healthcare and other specialised services, as a proactive strategy in delivering community wide “Closing the Gap” health status improvement initiatives

Our Vision: To improve the health and wellbeing of our community through the provision of culturally safe, responsive and inclusive services.

Purpose of the Position

The Assistant Accountant provides Finance and Accounting duties to support the achievements of the organisation in a timely, reliable and efficient manner. This includes providing an information service to clients and the public on matters relating to NCACCH services, programs, projects and relevant referral pathways to mainstream agencies.

The NCACCH Assistant Accountant is expected to operate with the highest level of integrity, accountability and professionalism in accordance with NCACCH's values and Code of Conduct. In addition, this position will focus on ensuring the efficiency and effectiveness of the organisation's service delivery. They will support continuous improvement through encouraging innovation and best practice, within NCACCH's current quality management systems.

Selection Criteria

Essential:

- Demonstrated ability to communicate, engage and actively contribute to a positive team environment
- Advanced proficiency with MYOB or similar system
- Practical accounting knowledge
- Attention to detail
- Highly organised with the ability to work under pressure and meet deadlines while ensuring quality of work
- High level interpersonal and communication skills and experience liaising with a range of internal and external stakeholders to form beneficial working relationships
- Strong administrative skills with experience working with a range of systems & applications, including MS Office suite, and the aptitude and willingness to learn other relevant programs as required
- High customer service ethic with a focus on patient outcomes while consistently displaying respect for traditional culture and values
- Problem solving skills and ability to think resourcefully to solve day to day challenges
- Solutions focused with the ability to work autonomously, display initiative and self-motivate
- Strong time management skills and ability to meet targets and performance outcomes

Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply

Desirable:

- 5+ years experience in an Accounts or Accounting based role is preferred
- Strong connections to Aboriginal and Torres Strait Islander communities and stakeholders across the Gympie and/or Sunshine Coast regions
- Sound knowledge of Aboriginal culture, health issues, and health disparities between Aboriginal and non-Indigenous population across South East Queensland
- Knowledge of local, state, and national health policies, resources, and organisations

Mandatory Qualifications/ Professional Registrations and Licences

- Previous experience in an Accounts or Accounting based role is required.
- Current C Class Drivers Licence (QLD)
- Current Suitability 'Blue Card' for working with children and young people
- Satisfactory Police Check – no Serious/Criminal/Court Record (if requested)
- Work out of normal hours of duty, including some weekends, will be required
- Travel across the region will be required

Mandatory Vaccinations

- Full vaccination against COVID-19 as per NCACCH policy. Evidence that is required for this includes myGov record or immunisation history statement.

Position Responsibilities

Finance

- AP Data Entry
- AR Data Entry
- Assist with monthly financial accounting and journal preparation.
- Assist with external reporting
- Assist with balance sheet reconciliations and reviews.
- Credit Card Reconciliations.
- Ensure compliance with BAS, GST, and FBT reporting requirements.
- Support system upgrades and procedure improvements.
- Liaise with internal and external stakeholders.
- Assist with budgeting, forecasting, and financial analysis.
- Other ad-hoc duties

Education and Promotion of Health Literacy

- Provide education for patients and families on the roles of various providers involved in their care, reasons for referral and importance of follow-up care
- Support patients and families with information, resources and advice in response to specific requests and/or identified need
- Working closely with the Clinical Services and Community Health Services to identify opportunities for individual, family and community education to build knowledge about wellbeing including healthy life choices, risk factors, chronic conditions, breadth and availability of health care and related services

Service Development and Improvement

- Actively participate in regular staff meetings, continuous quality improvement meetings and activities as required
- Identify opportunities, attend and contribute to local and regional service development and quality improvement forums as required
- Analysis and identification of quality improvement opportunities from direct input, feedback from patients, families and community, as well as information drawn from the electronic Patient Information Management System

Relationship Management

- Foster productive working relationships with other NCACCH staff to enable the delivery of seamless support services
- Actively foster productive working relationships with local networks, government departments, other service providers and suppliers to promote NCACCH and remain abreast of emerging issues
- Encourage cross-functional collaboration to achieve the best outcome for the organisation and community

Information Management

- Undertake reporting activities together with other relevant documentation within the scope

of your role

- Maintain the information flow that supports reliable data and documentation in your area of responsibility
- Participate in business planning processes, policy and procedure formulation and improvement within your area of responsibility

Excellence:

- Seek to understand your role in the larger organisation context
- Comply with and contribute to continuous improvement of all NCACCH policies, procedures and processes
- Proactively investigate new perspectives, attitudes and behaviours and take steps to evaluate and improve your own and organisational performance
- Deliver a high level of customer service, including the timely provision of agreed services to patients and other key stakeholders where applicable
- Maintain own competencies and participate in professional development programs
- Participate in scheduled performance development check- ins and review processes
- Contribute to effective team performance which ensures NCACCH continues to deliver the best service to community in line with program specific accreditations and ISO 9001 standards

Safety:

- Report any work-related personal injuries/illness or incidents, safety hazards, malfunction of any machinery, plant or equipment
- Wear/use and maintain/care for personal protective clothing and/or equipment provided and report any defects
- Use lifting equipment and assistive devices as required
- Participate in rehabilitation process if injured or ill due to work
- Demonstrate leadership in NCACCH Work Health Safety goals and objectives remaining compliant with WHS Legislation and NCACCH policies and procedures
- Carry out your duties safely in accordance with your ability and competence

Legal Obligation:

- All relevant health professionals who, in the course of their duties, formulate a reasonable suspicion that a child or young person has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to the Department of Child Safety.

Other duties consistent with the position where required and/or requested by your Manager. NCACCH can direct you to carry out duties which it considers are within your level of skill, competence and training at any time.

Please note that the duties outlined in this Position Description are not exhaustive and are only an indication of the work of the role.

NCACCH reserves the right to vary the Position Description.