



# Candidate Information

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Management  
Accountant

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## About Heathcote Health

### Our Vision:

Improving the health and wellbeing of our community through excellent healthcare and innovation

### Our Purpose:

With our community at the centre of everything we do, and together with our stakeholders, we strive to:

- Provide excellent, sustainable local health care services
- Continuously seek service improvements; and
- Implement new ideas for better health care for rural communities

### Our Values:

- Compassion
- Accountability
- Respect
- Excellence

Heathcote Health operates, or facilitates, the provision of a number of services including:

24 hour Urgent Care Centre  
9 bed acute care service  
2 transitional care places (bed based and community)  
12 bed residential high care nursing home  
30 bed residential low care hostel (including one respite bed)  
Commonwealth Home Support Program (CHSP) services  
District Nursing services  
Community Health Programs  
Social Support Groups  
Home Care Packages; and  
Allied Health including Physiotherapy and Podiatry, Hearing Tests (audiometry), Echo Cardiology and Optometry.

In addition, Heathcote Health supports a co-located GP Clinic, known as Heathcote Primary Health, pathology service and radiology (X-Ray) expanded service

## Vision

Good health and well-being for our local Community

## Mission

To deliver integrated health and wellness services that help each person be their best.

## Values

Compassion, Accountability, Respect and Excellence: C.A.R.E

## Commitment to patient experience

The consumer is at the forefront of everything we do: Patient experience is the sum of all contact with our health service

Everyone's Perceptions Matter

## Our unique value proposition

We represent the local voice of the Heathcote community and surrounds for their healthcare needs. We deliver targeted sustainable services that are aligned to our strengths. Our ability to partner with multi-stakeholders to incubate, test and embed innovative solutions for the delivery of integrated healthcare that best meets community needs is what enables us to attract the highest calibre of staff.



Compassion



Accountability



Respect



Excellence

C.A.R.E.

Front cover  
Heathcote Health building.

Back cover  
The main administration building of Heathcote Health and main reception entrance. The sandstone blocks used to build the hospital were mined locally.  
The main building has seen many changes over the years, particularly from its first inception as a tent hospital in the gold rush days.

# Our Strategic Priorities

## HEALTHY COMMUNITY

1. We listen to and actively engage clients, our community and key stakeholders to help us better understand and meet their needs, and to ensure awareness of our services.
2. We provide our community with inclusive health services that are considerate of our diverse community and easy to access.
3. We are focused on continuous improvement by evaluating our services and acting on the evidence of what works.

## ENGAGED WORKFORCE

4. We provide a safe and inclusive environment which attracts, retains and progresses passionate and high performing staff who model our values.
5. We embrace learning by investing in training and professional development to support our people to meet our clients' and community needs.
6. We encourage our people to adopt an innovation mindset to help us achieve our mission.

## STRONG BUSINESS

7. We work in partnership with others to foster sharing of resources, ideas, experiences and strengths.
8. We invest in technology and processes that make life easier and enhance our ability to serve our community.
9. We grow sustainably and meet demand through a commitment to efficiency measures, strategic partnerships and innovation.



## Living and Working in Central Victoria

Heathcote and Central Victoria offer an exceptional blend of lifestyle, opportunity, and natural beauty, making the region an ideal place to live and work. One of the main reasons to settle in this area is the outstanding quality of life.

With less congestion, clean air, and a strong sense of community, residents enjoy a slower, more connected pace of life without sacrificing modern conveniences.

The cost of living is another major advantage. Compared to metropolitan areas like Melbourne, housing and general expenses in Central Victoria are significantly more affordable, allowing individuals and families to enjoy a higher standard of living and even the possibility of homeownership.

Heathcote, known for its award-winning wine industry, offers work in viticulture, hospitality, and tourism. Broader Central Victoria supports diverse industries including health care, education, agriculture, construction, and renewable energy, with local councils and state government initiatives actively investing in regional development.

The natural environment is another drawcard. Central Victoria boasts beautiful landscapes, from rolling hills and forests to lakes and goldfields. Outdoor enthusiasts can enjoy hiking, cycling, fishing, and camping, while the thriving arts and food scenes provide rich cultural experiences. Moreover, the region's proximity to Melbourne means you're never too far from the city—most towns are within 1.5 to 2 hours' drive—making it ideal for those who want rural living with urban access.



## About The Role

The Management Accountant is responsible for assisting the Finance and Corporate Services team to deliver quality and timely financial services to the organisation. This position is required to facilitate the achievement of finance objectives and ensure the provision of excellent customer services to internal and external stakeholders.

### Key Tasks

#### **Financial Services**

Provide financial advice, guidance and assistance to management and prepare external and internal financial statements, reports and information.

#### **Audit and Internal Controls**

Assist with monitoring compliance with the Financial Management Compliance Framework (FMCF) across the organisation.

#### **Budgeting and Reporting**

Co-ordinate and manage the preparation of operating and capital expenditure budgets and forecasts.

#### **Medical Accounts**

Accurate and timely payment of medical accounts and billing and claiming of private patient activity that optimises funding outcomes;

#### **Compliance**

Coordinate and oversee the health service's legislative compliance system in collaboration with the Quality and Risk Manager.



## Key Selection Criteria

### Minimum Qualifications

- Tertiary qualification in accounting, commerce or finance and membership of a recognised accounting professional body.

### Knowledge and Experience

1. Advanced knowledge of accounting concepts: Incumbent understands the principles, practices and standards associated with reporting, recording and analysing an organisation's financial transactions.
2. Accountability: Incumbent works to clear objectives in a transparent manner, accepts responsibility for decisions and actions, seeks to achieve best use of resources and accepts appropriate scrutiny.
3. Resilience: Incumbent maintains a positive attitude and continues to deliver consistent quality work in the face of challenging situations.
4. Collaborative mindset: Incumbent approaches activities, decisions and outcomes from the perspective of working respectfully with others.
5. Priority and time management skills: Incumbent is able to undertake a number of different tasks simultaneously, ensuring the most important tasks are completed in line with agreed expectations about timeliness, quality and appropriate resource use.
6. Work planning skills: Incumbent is able to define and sequence work tasks to deliver on established outcomes in line with agreed timeframes, availability of resources and ways of working.
7. Communication: Demonstrates excellence in communication skills and an ability to listen, respond and consider others points of view. Ability and commitment to maintain high levels of confidentiality.

## Remuneration

The role is Part Time (0.8 EFT).

Award

Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025

Classification

Administration Grade 5 (dependent on qualifications and experience)  
HS5

Other benefits:

- Salary packaging benefits
- Development support

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## How to Apply

Applications should include a:

- Covering Letter
- Current CV
- Statement addressing the Key Selection Criteria; and
- Completed Application Form (available on the HRS website).

Applications can be lodged online via the HRS web site or by email at:  
**[hrsa@hrsa.com.au](mailto:hrsa@hrsa.com.au)**

**Applications Close: 31 May 2026**

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## Further Information

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The kind of  
expertise that  
only comes  
from years of  
experience.

