



POSITION DESCRIPTION

Management Accountant

Position Title	Management Accountant
Primary Purpose of the Role / Objective	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.
Classification / Grade	Administration Grade 5 (dependent on qualifications and experience) HS5
Award	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
EFT/Employment Status	0.80 EFT (64 hours per fortnight) Part Time
Accountabilities and Supervisory Responsibilities	The position is accountable to the Director of Corporate Services The position does not have supervisory responsibilities.
Vision	Good health and wellbeing for our local community
Last Updated	April 2026
Authorised By	Director of Corporate Services
Values	
<p>Compassion - Consistently acting with empathy and integrity.</p> <p>We demonstrate compassion by:</p> <ul style="list-style-type: none"> • Genuinely understanding, feeling and identifying with the needs of others • Actively listening to fully understand and genuinely empathise with people's realities • Responding with compassion in service and advocacy for each individual, group and community, and for society as a whole <p>Accountability - Taking responsibility for our decisions and actions.</p> <p>We demonstrate accountability by:</p> <ul style="list-style-type: none"> • Working to clear objectives in a transparent manner • Accepting responsibility for their decisions and actions • Seeking to achieve best use of resources • Submitting themselves to appropriate scrutiny 	

Respect - Respecting the rights, beliefs and choice of every individual

We demonstrate respect for others by:

- Treating them fairly and objectively
- Ensuring freedom from discrimination, harassment and bullying
- Using their views to improve outcomes on an ongoing basis

Excellence - Inspiring and motivation, innovation and achievement.

We demonstrate excellence by:

- Being prepared for change and striving for continuous learning and quality improvements
- Acknowledging and rewarding innovation in practice and outcomes
- Developing and contributing to an environment where every member of the team is the right person for the job and is empowered to perform to the highest possible standard

Working Relationships

Internal

Chief Executive Officer, Directors, Managers/Supervisors, All staff

External

Creditors, debtors, other health services, externally contracted accounting service, consumers, families/carers, visitors

Objectives – Key Result Areas	What We Want You Achieve
Key tasks	<ul style="list-style-type: none"> ○ Financial Services <ul style="list-style-type: none"> ○ Provide financial advice, guidance and assistance to management. ○ Contribute to strategic and operational decision making by providing sound financial analysis. ○ Assist with the preparation of external and internal financial statements, reports and information. ○ Complete all required financial data submission to external agencies. ○ Assist the Chief Procurement Officer to monitor compliance with Health Purchasing Victoria policies. ○ Audit and Internal Controls <ul style="list-style-type: none"> ○ Assist with monitoring compliance with the Financial Management Compliance Framework (FMCF) across the organisation. ○ Assist with developing and maintaining financial risk mitigation strategies. ○ Coordinate external and internal audit functions with auditors, submit timely information and act of audit observations

	<ul style="list-style-type: none"> ○ Budgeting and Reporting <ul style="list-style-type: none"> ○ Co-ordinate and manage the preparation of operating and capital expenditure budgets and forecasts. ○ Assist with the development of the MAGIQ planning and reporting system. ○ Provide budget training and support to Directors and departmental heads in managing the budgets on an ongoing basis ○ Medical Accounts <ul style="list-style-type: none"> ○ Accurate and timely payment of medical accounts; ○ Accurate and timely billing and claiming of private patient activity that optimises funding outcomes; ○ Timely collection and processing of clinical and non-clinical information and ○ Establishing and maintaining excellent customer relations with internal and external stakeholders. ○ Compliance <ul style="list-style-type: none"> ○ Coordinate and oversee the health service’s legislative compliance system in collaboration with the Quality and Risk Manager. ○ Provide legislative compliance-related reporting through to relevant internal and Board Committee meetings ○ Monitor changes in legislation and ensure timely updates to compliance frameworks. ○ Ensure data accuracy and integrity across compliance systems. ○ Educate and support managers in reviewing, assessing, interpreting, actioning and achieving compliance with new or updated legislative requirements. ○ Provide assistance to staff in updating policies and procedures, including incorporation of updated requirements and regulatory references in collaboration with the Quality and Risk Manager. ○ Supporting with other compliance related tasks as required ○ Responding promptly to changing circumstances and making sound decisions to ensure the ongoing efficiency and effectiveness of the department ○ Keeping the Director of Corporate Services informed of significant issues and risks and recommending solutions. ○ Administration of the Health Service’ fixed assets (property, plant and equipment) register ○ Maintaining an accurate General Ledger in accordance with government policies and guidelines and the organisations’ policies and procedures. This includes the reconciliation of all Balance Sheet accounts as scheduled. ○ Treasury administration in consultation with the Director of Corporate Services. ○ Ensuring the accurate and timely administration of all taxes including GST & FBT ○ Providing support and assistance to Director of Corporate Services.
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	<ul style="list-style-type: none"> ○ Timely review of finance and corporate services policies and procedures
Team Work & Leadership	<ul style="list-style-type: none"> ▪ Maintain relations with colleagues ▪ Attendance at all staff meetings ▪ Work proactively with external stakeholders ▪ Attend mandatory training as required
Quality & Safety	<ul style="list-style-type: none"> ▪ Actively look for improvements to Finance and Administration service ▪ Compliance with all OH&S requirements ▪ Be aware of and comply with Risk Management policies & procedures ▪ Identify and report risks ▪ Complete appropriate education around emergency fire drills, evacuation procedures, bullying & harassment etc
Infection Prevention and Control	<ul style="list-style-type: none"> ▪ Comply with Infection Prevention and Control Policies and Procedures in particular the hand hygiene program and staff immunization program ▪ Attend annual training on Infection Prevention and Control
Ethics & confidentiality	<ul style="list-style-type: none"> ▪ Treat all patient/client, staff and organisation information as strictly confidential ▪ Identify ethical issues/dilemmas and keep Management informed of these as they arise
Skill Requirements	<ul style="list-style-type: none"> ▪ Experience in maintaining a general ledger and preparing financial management reports that are compliant with Accounting Standards. ▪ Track record of meeting timelines in a busy environment ▪ High level organisational skills in order to juggle tasks and priorities those which are most urgent ▪ Good attention to detail ▪ Actively seeks opportunities for improvement in procedures and systems in order to enhance efficiency and support to the organisation ▪ Good keyboard skills ▪ Good communication and listening skill
Mandatory Requirements	<ul style="list-style-type: none"> ▪ Satisfactory NDIS Workers Screening Check, Working with Children's Check as well as check against the Aged Care Banning Register ▪ Current Victorian Driver License
Knowledge Requirements	<ul style="list-style-type: none"> ▪ Tertiary qualification in accounting, commerce or finance and membership of a recognised accounting professional body. ▪ Strong technical financial and accounting knowledge and experience. ▪ Demonstrated effective interpersonal, communication and management skills. Time management skills demonstrating an ability to prioritise and meet deadlines. ▪ An understanding/appreciation of the health service environment would be well regarded ▪ Proficiency with MS Office software required and (ideally) Oracle and VHIMS (training on HH specific software will be provided)

Standards to which performance will be assessed
<ul style="list-style-type: none"> ▪ Demonstrating organisational philosophy in all activities ▪ Compliance with organisation policy, procedures and practices

- Compliance with position description and goals set in performance appraisals
- Contribution to the team and organisation
- Management, peer, client and community feedback

Key Selection Criteria

Each Key Selection Criteria (KSC) is to be addressed by the applicant, citing examples of previous work experience in relation to each KSC, demonstrating the applicant's effectiveness as an Administrator.

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.

Person Centred Care

Person Centred Care (PCC) is a philosophical approach to how we provide care to clients and interact with other customers, including staff of Heathcote Health. PCC is based on the principles of respect, value of the individual and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff of Heathcote Health are required to adhere to these principles.

Aligning closely to PCC Heathcote Health has implemented a Montessori approach which focuses on the persons' abilities, capturing their interest and showing respect. It supports people to stay as independent as possible through involvement in meaningful roles and activities.

I have read this document and agree to undertake the duties and responsibilities listed above.

I acknowledge that the Position Description is an indication of the duties and responsibilities and that I may be required to undertake and additional / other duties and responsibilities commensurate with the position.

Where additional training and support is required to fulfill extra or other duties of a similar level of responsibility, it will be provided within the guidelines of the organisation.

The Position Description will be reviewed regularly in consultation with me.

The Key Performance Measures included in this document, are indicative. KRAs will be set by the immediate supervisor in discussion with me, for each year (or another set period) and my performance reviewed against those KPMs.

Position Incumbent:

Name: _____

Signature: _____ Date: _____