

POSITION DESCRIPTION

FINANCIAL COORDINATOR



Echuca
Community
for the Aged

Department: Administration
Position Title: Financial Coordinator
Classification: HASA Wage Skill Group 11
Hours of Work: TBA

Position Overview

Reporting to the Executive Manager Corporate Services (EMCS), the Financial Coordinator is responsible for the accurate and timely invoicing and payments; undertaking accurate and timely submissions of claims to relevant government departments; ensuring timely financial transactions and reconciliations for monthly financial reporting; monthly management reports; payroll related duties, supporting resident admissions, and providing financial support to management.

Key Responsibilities and Deliverables

The Financial Coordinator is responsible for, but not limited to, the following:

Complete month-end processing including profit and loss statements, balance sheet reconciliations and monthly reporting;

Prepare monthly audit and financial reports;

Maintain the asset register, including recording additions and processing depreciation;

Ensure 100% accuracy and integrity of data entered into the Inerva General Ledger;

Assist in development of the annual budget;

Assist in preparing audit work papers and reconciliations that meet external audit requirements;

Generate exception report as required by the EMCS and/or CEO;

Prepare and submit accurate and timely funding claims to relevant government departments;

Conduct regular funding reconciliations (e.g. Medicare) in Inerva;

Ensure timely processing of Services Australia fee adjustments;

Monitor and report on Means Tested Care Fee annual/lifetime caps;

Ensure that client invoices are issued, and direct debits processed in a timely manner and other payments are receipted as promptly in the accounting system (Inerva);

Ensure creditor payments are approved and processed in a timely manner;

Complete monthly bank reconciliations;

Collaborate with Payroll Coordinator to ensure the timely payroll accounting entries;

Resolve pay queries efficiently;

Maintain internal controls within the finance function and escalate exceptions to the EMCS/CEO as required;

Assist with mandatory reporting including Aged Care Quarterly Financial Report (QFR), Business Activity Statement (BAS);

Provide support with organisation IT systems, including user permissions and meeting/training set up;

Support resident admissions and liaise with residents and their families regarding aged care accommodation, fees, and charges, including payment options and ensuring clarity of financial information;

Undertake other duties as directed by the EMCS.

Key Selection Criteria

Accounting qualifications e.g. CPA, Diploma in Accounting, Chartered Accountant or equivalent;

Minimum 5 years' experience in a comparable financial coordination role;

Payroll experience, including successfully resolving pay queries, liaising with payroll, understanding of Enterprise Agreements (EAs) and Modern Awards;

Excellent problem-solving ability for medium-level issues and the ability to make appropriate decisions;

Strong communication skills – verbal, written and listening;

Excellent interpersonal communication skills and the ability to influence others appropriately;

Ability to work both independently and collaboratively within a team environment;

Proficient in Microsoft Office (intermediate level or above);

Ability to extract and analyse data from financial systems;

Understanding of AN-ACC funding model, continuous improvement and H&S responsibilities;

Proven risk management experience within a business environment;

Commitment to delivering exceptional customer service;

Knowledge of Home Care Packages and Aged Care Quality Standards is desirable.

Classification Level

The position is classified as HASA Wage Skill Group 11 under the Echuca Benevolent Society Inc. (Trading as Echuca Community for the Aged) ANMF and HWU Enterprise Agreement 2023.

Performance Standards & Review

An initial performance review will be conducted six months after commencement by the EMCS, then annually thereafter.

Reviews aim to assess performance and role competency, identify training needs, and evaluate overall job satisfaction.

Employee's Name:

Employee's Signature:

Date: