



POSITION DESCRIPTION

Position: Fixed Term Accounting Support

Responsible to: Finance Manager

Direct Reports: [.]

Location: Rotorua & Taupō

Functional relationships:

Internal:	External:
[.Management Accountants	[.]
Financial Accountants	
Finance Department	
Wider Hospital Departments and	
Teams]	

Financial delegations: None

Date: [.]December 2023

Primary purpose(s) of the position

To provide backfill for the Finance Team during the National FPIM Oracle implementation. This is a Fixed Term contract until 30th June 2024, at the end of the contract period the role and need within the Finance Team will be accessed.

Key Objectives	Description	Expected Outcomes
Monthly Accounting Tasks	To ensure completion of monthly accounting timetable Preparation of month end journals and adjustments as defined on month end timetable.	Month end journals are prepared and submitted for approval and posting, with accuracy and within set deadlines. All support documents are attached to all journals according to accounting standard and journal policy.
Checking CME and Staff Expenses Claims	Checking all CME and staff expense claims to ensure they align with the relevant policies: <ul style="list-style-type: none"> - Check for completeness - Ensure relevant signatures have been recorded - Ensure all itemised receipts are attached - 	To ensure all CME and staff expense claims are correct and processed in a timely manner
Checking weekly invoices	Checking weekly invoices to ensure they comply with the relevant policies and have valid contracts	To ensure all weekly invoices are correct and processed in a timely manner
Bank Reconciliation	Process daily bank transactions for approval Reconcile the bank account to the Financial System Update the daily cash funding spreadsheet	All bank accounts are processed accurately
Interface Processing	Process interfaces as required to the general ledger with supporting documents <ul style="list-style-type: none"> - ACC - ePharmacy - Payroll 	All interfaces are processed accurately and on time
Non NZ Resident Patient Billing	That all Non-NZ resident patients presenting themselves for treatment per the Non NZ Resident Patient Billing Policy : <ul style="list-style-type: none"> - Have residency status confirmed and checked against the eligibility criteria - All Non-Residents are invoiced as per the policy - Obtain payment from the Non-Resident or their insurance company 	Ensure timely eligibility checks are made, invoices raised and payments received
Accounts Receivable	To ensure all Accounts Receivables and entered and processed in a timely manner, as per the Accounts Receivable process documentation. Perform Monthly reconciliation of the Accounts Receivable ledger to the General Ledger	To ensure all revenue is invoiced and received in a timely manner.
General Administration Support	Provide administration support to the Finance manager as required	Ensure any requests are completed with accuracy and in a timely manner



Te Ringa
Tōmau

Te Ringa Hora



Te Ringa Raupā



Te Ringa Ahuahu

Te Ringa
Taurima



Communication and Personal Interaction

Te Ringa Hora

*the open hand
(denoting someone
who is sociable)*

Communicates relevant information in a timely manner to those who need to know at a level that is understood.

Fosters a team environment and encourages collaboration between team and departments within the District.

Connects with people to build trust and confidence.

- Transfers information effectively verbally and writes clearly, coherently and succinctly.
- Shares well thought out, concise and timely information with others using appropriate mediums.
- Organisational updates are provided to staff by way of relaying in general terms but more importantly what affect it has on the unit and how staff can help where necessary to achieve any requirements.
- Builds team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the team's success.
- Maintains and promotes high standards of social, ethical and organisational norms.
- Articulates differing perspectives on an issue and can see the merit of alternative points of view.
- Works with other teams to streamline processes for the best efficiency for both teams.
- Provides staff who have concerns about another team process, a different point of view to consider.
- Connects with others, listens, reads people and situations and communicates tactfully.
- Gets to know their team members and treats them with respect, valuing their individuality and contributions.
- Listens actively, absorbs message and responds appropriately
- Builds effective working relationships
- Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situation

Strategy & Performance

Te Ringa Raupā

*the roughened hand
(symbolising a hard
worker)*

Organises own time to deliver on required tasks and duties

- Has an energetic approach to work and is self-motivated
- Accepts direction and instruction of manager but is able to work effectively without direction or guidance
- Organises time and resources effectively
- Understands and work towards achievement of the organisation's goals
- []

Development and Change

Te Ringa Ahuahu

*the hand that shapes
or fashions
something (refers to
someone who is
innovative)*

Accepts change in day to day practices and contributes to decision making within the team.

Makes suggestions to increase efficiency in the Team

- Continually strives for new and improved work processes that will result in greater effectiveness and efficiencies.
- Gives examples of what might help to resolve the issue/concern.
- Can adjust behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress
- Contributes to change processes, offering solution based ideas
- Accepts when ideas are not accepted for implementation
- []

Personal Accountability

Manages own and encourages others to foster work/life balance.

- Ensures regular breaks are taken and annual leave is used within the 12 months following entitlement.

Te Ringa Tōmau <i>the hand that is trustworthy</i>	Actively manages own career aspirations and development.	<ul style="list-style-type: none"> • Is constantly striving to acquire and maintain knowledge, skills and/or experience. • Has own career development plan. • Seeks out development opportunities to expand knowledge and capability. • Engages in projects and activities readily which are above and beyond scope of current role.
Culture and Values Te Ringa Taurima <i>the hand that nurtures, encourages, supports</i>	<p>Makes decisions based on facts and without personal bias. Engages with mentors and supervisors for personal skill development. Plans, prioritises and organises work to deliver on short and long term goals.</p> <p>Is open with manager and colleagues and open to accepting feedback and critique to improve upon practice.</p> <p>Looks for and undertakes development activities appropriate for role and career development.</p> <p>Encourages and promotes DHB values and expectations.</p>	<ul style="list-style-type: none"> • Is proactive and effective when problem solving is required. • Is constantly striving to acquire and maintain knowledge, skills and/or experience. • Demonstrates a commitment to and takes responsibility for ongoing professional development. • Purposeful about where time is invested. • Delivers relevant results within expected timeframes. • Offers constructive criticism and accepts feedback • Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situations, to allow improvements to be made • Accepts all feedback and participates in feedback discussions appropriately • Responds and queries how improvements can be made • Advises manager wherever issues may be impacting on performance • Recognises areas that could be improved in own practice • Requests learning and development opportunities to enhance practice in role and/ or to assist where improvements can be made • Recognises and facilitates the rights of Māori clients and their whanau to participate in cultural activities • Has a working knowledge of the Lakes DHB Māori communities • Role models expected behaviours and practices. • Treats staff, patients and visitors with dignity and respect. • Uses appropriate empathy to gain organisational objectives.

Compulsory Requirements	Description	Expected Outcomes
Māori Health	Māori philosophies and values of health are demonstrated in work practice.	<ul style="list-style-type: none"> • Meaningful relationships are established with Te Aka Matua (Rotorua and Taupo Hospitals) and Te Whatu Ora Lakes Maori Health division in the planning and delivery of services. • Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori. • Delivery of safe services for Māori are facilitated by ensuring they can access treatment options and are involved in the planning and delivery of their care. • Māori are enabled to access and participate in cultural activities provided by the Te Whatu Ora Lakes. • A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Te Whatu Ora Lakes is shown.
Te Iti Kahurangi	The Lakes Way, Our Place Our Culture	<ul style="list-style-type: none"> • Works within the Te Iti Kahurangi framework and supporting guide document.
Record Keeping		<ul style="list-style-type: none"> • Complies with the Te Whatu Ora Lakes Corporate

Quality & Risk	Patient safety is paramount to the service we deliver at Te Whatu Ora Lakes. This is to be achieved in a clinical governance framework that is culturally responsive and identifies and manages risk and opportunities to improve.	<p>Records Management policy to create and maintain full and accurate records.</p> <ul style="list-style-type: none"> • Employees are supported to lead by example and implement a culture of continuous quality improvement. • Risks that may prevent Te Whatu Ora Lakes from achieving their goals are identified, reported, and managed. • Māori patients are provided patient-centred care to achieve positive Māori health outcomes. • Needs of Māori are reviewed and reported in the further development of practice, process and or policy. • Evidence-based methodologies are used to support improvements, e.g. kaupapa Māori methodology. • Quality care is provided to certification standards.
Health & Safety	Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines.	<ul style="list-style-type: none"> • Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Te Whatu Ora Lakes policy and legislative requirements. • Healthy lifestyles are actively promoted and participated in, within the work area. • Employees participate in Health and Safety within areas of work. • Health and Safety activities are appropriately documented within specified timeframes. • Health and Safety policies have been read and understood and are applied in the workplace. • Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately. • Any opportunities for improving Health and Safety are reported and acted upon in a timely manner. • All near misses/incident/accidents are reported to the appropriate line manager within 24 hours.

Signatures:

Line Manager:
(position description approved): _____

Employee:
(acceptance of position description): _____

(Please also initial all other pages to show acceptance of position description.)

Person Specification	Essential:	Desirable:
Education and Qualifications:	▪ []	▪ []
Experience:	▪ 5 years plus.	▪ []
Knowledge:	<ul style="list-style-type: none"> ▪ Te Tiriti O Waitangi in the provision of health care services and support to Māori. ▪ Te Tiriti O Waitangi in practice, process, policy development and decision making. ▪ Te Whatu Ora Lakes is a Reorua organisation knowledge and understanding of Te Reo/ Correct pronunciation. 	▪ []

Skills:

- Pronunciation of Te Reo Māori words and names

- Te Reo Māori
- ..

Personal Attributes:

- ..

- Non-smoker preferred.
 - ..
-

ABOUT TE WHATU ORA LAKES

At Te Whatu Ora Lakes we place the highest value on the health and wellbeing of everyone in our community. As such all healthcare workers are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

VISION

Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of wellbeing, and ora - describing the state of wellness.

STRATEGIC MISSION

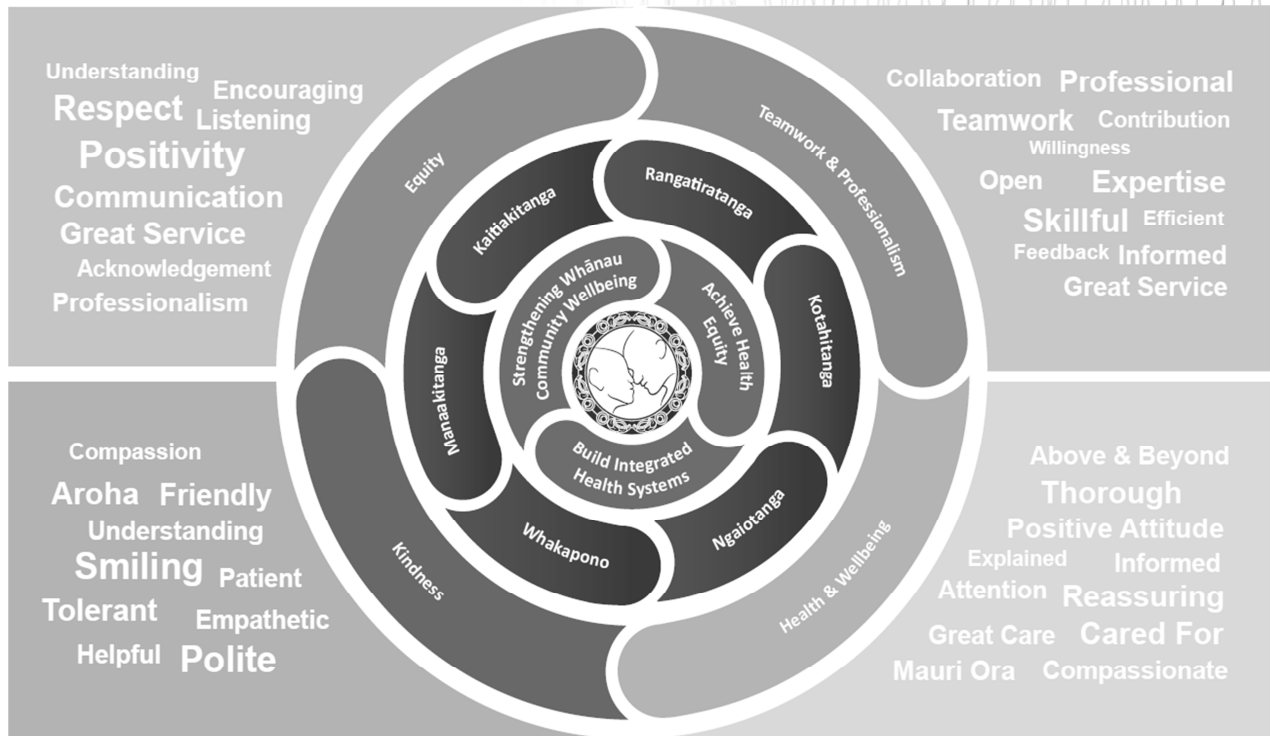


- Achieve equity in Māori health
- Build an Integrated health system
- Strengthen people, whanau & community wellbeing

THREE CORE VALUES

Manaakitanga	respect and acknowledgment of each other's intrinsic value and contribution
Integrity	truthfully and consistently acting collectively for the common good
Accountability	collective and individual ownership for clinical and financial outcomes and sustainability

TE ITI KAHURANGI – THE LAKES WAY, OUR PLACE, OUR CULTURE – WE WILL



TE TIRITI O WAITANGI

Our expression of Te Tiriti o Waitangi

The text of Te Tiriti, including the preamble and the three articles, along with the Ritenga Māori declaration, are the enduring foundation of our approach to achieving health and independence. Based on these foundations, we will strive to achieve the following four goals, each expressed in terms of mana.

Mana whakahaere

Effective and appropriate kaitiakitanga and stewardship over the health and disability system. Mana whakahaere is the exercise of control in accordance with tikanga, kaupapa and kawa Māori. This goes beyond the management of assets and resources and towards enabling Māori aspirations for health and independence.

Mana motuhake

Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives and to live on Māori terms and according to Māori philosophies, values and practices, including tikanga Māori.

Mana tangata

Achieving equity in health and disability outcomes for Māori, enhancing the mana of people across their life course and contributing to the overall health and wellbeing of Māori.

Mana Māori

Enabling Ritenga Māori (Māori customary rituals), which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy and customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

Te Whatu Ora Lakes is committed within the framework of the New Zealand Public Health and Disability Act (2000) to supporting the Crown's commitment to upholding its Tiriti promises.

ORGANISATION STRUCTURE

Te Whatu Ora

Health New Zealand

Lakes

