

## POSITION DESCRIPTION

<b>Position Title:</b>	Financial Accountant
<b>Business Unit/Department:</b>	Financial Services
<b>Division:</b>	Finance
<b>Award/Agreement:</b>	Health Allied & Managers & Admin Workers Enterprise Agreement 2021-2025
<b>Classification:</b>	Grade 3
<b>Reports To:</b>	Senior Financial Accountant/Financial Controller
<b>Direct Reports:</b>	None
<b>Date Prepared/Updated:</b>	20 August 2025

<b>Position Purpose</b>
The Financial Accountant is responsible for ensuring accurate and timely financial reporting, maintaining compliance with relevant accounting standards and regulations, and supporting strategic financial planning. This role plays a critical part in safeguarding the financial integrity of the organization and providing insights that inform key business decisions.
<b>Business Unit Overview</b>
<p>The Financial Accounting Department plays a critical role in ensuring Western Health's financial integrity, transparency, and compliance. As part of the broader Finance Division, this unit is responsible for maintaining accurate financial records, preparing statutory reports, and supporting strategic financial decision-making across the organisation.</p> <p>The team oversees key functions including general ledger management, financial reporting, audit coordination, and compliance with accounting standards and regulatory requirements. It also provides financial insights that support operational efficiency and long-term planning.</p>
<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• Prepare balance sheet reconciliations as required</li> <li>• Assist in the analytical review conducted during each end of month</li> <li>• Assist in the preparation and review of internal reports in accordance with departmental and organisational requirements</li> <li>• Assist in the preparation of reports in accordance with regulatory and reporting requirements</li> <li>• Ensure that Western Health's accounting transactions comply with respective taxation requirements, such as FBT, GST and PAYG.</li> <li>• Assist in the preparation of internal reports in accordance with departmental and organisational requirements</li> <li>• Assist with month end financial close</li> <li>• Assist with ad hoc assignments as directed by the Financial Controller from time to time</li> </ul>

### Our Vision

Together, Caring for the West  
*Patients – Employees – Community – Environment*

- Assist with timely preparation of monthly, quarterly and annual financial reports for internal stakeholders (e.g. management staff, executive team, capital committee and finance risk committee) and external stakeholders (e.g. DH)
- Co-ordinate the month end financial close process and Financial Accounting reporting cycle
- Ensure compliance with Western Health guidelines, policies and procedures
- Prepare monthly balance sheet reconciliations
- Report directly to and advise Financial Controller of organisational financial issues
- Understand and advise on implications of individual business unit financial decisions in the context of the wider organisation
- Ensure business analysis and reporting practices conform with standard accounting practices as per Finance policies and procedures
- Assist service delivery to internal and external stakeholders
- Identify and implement process improvements continuously in Financial Accounting
- Participate in Finance project work
- Assist and support the Financial Controller in meeting DH compliance requirements and timelines
- Prepare plans and programs necessary for the attainment of approved objectives and help monitor their implementation
- Assist in the development of finance policies and procedures and guidelines
- Assist in the development of process guidance outlining tasks and duties within the financial services role
- Keep abreast with updates, changes and amendments of FMIS, Fixed Asset Systems and other related systems and applications changes
- Ad hoc assignments and projects as assigned/directed by the Financial Controller from time to time

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- Finance Department Team
- Capital Redevelopment Team
- Engineering Team
- Biomedical Team
- Operations Team
- NFH Project Team
- NFH Project Co.

#### External:

- DH and other Government Agencies including other Health Services
- Shared Services (Melbourne Health)

### Selection Criteria

#### Essential

- CA/CPA
- Possess at least three years' experience to deliver key accountabilities
- Experience in asset management and financial management for a large and varied organisation, with working knowledge of accounting and reporting systems
- Effective verbal and written communication skills
- Sound analytical and problem solving skills
- Commitment and drive to deliver excellent customer service

### Our Vision

Together, Caring for the West  
Patients – Employees – Community – Environment

- Proficient in computer skills and PC based applications, such as Excel, Word, etc.
- Demonstrated commitment to the ongoing development of professional accounting skills and knowledge
- Ability to work under tight timelines and meet deadlines
- Ability to work with minimal supervision and be a team player
- A strong work ethic with a positive outlook
- Demonstrated initiative and capacity to be proactive in the role

#### **Desirable**

- Demonstrated people skills
- Demonstrated knowledge of key Accounting Standards and reporting regulations required of the position
- Demonstrated statistical analysis skills
- Demonstrated knowledge of public health care system

#### **Additional Requirements**

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

#### **General Information**

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

#### **Our Vision**

Together, Caring for the West  
*Patients – Employees – Community – Environment*

---

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: Click here to enter the Employee's name.

Employee's Signature: \_\_\_\_\_

Date:

Click here  
to enter a  
date.

### **Our Vision**

**Together, Caring for the West**  
***Patients – Employees – Community – Environment***