

Position Description	
Position Title:	<b>Accounts Administrator</b>
Location:	Clutha Community Health Company Limited <i>trading as</i> Clutha Health First
Reports To:	Chief Executive Officer
Number of Direct Reports:	None
Date:	<b>August 2022</b>

Our Vision	
To improve the health of our community through innovation, advocacy and leadership.	
Our Focus	
We are focused on delivering the highest quality medical services and improving the health of the Clutha community.	
Our Shared Values and Behaviours	
<b>Our People:</b>	Our people are at the centre of all that we do and we will work as a team to achieve the best outcome for our community.
<b>Honesty and Respect:</b>	We communicate honestly and respect each other's needs, independence and diversity.
<b>Excellence:</b>	We deliver excellent and safe care to our community, inspire success and are always improving.

Purpose of Role	
The purpose of the position is to deliver quality administration support with a specific focus on accounts where the prime responsibility will be for general financial transactional activity. In addition the employee will provide assistance and cover for other roles including but not limited to financial support.	
Services will be delivered in a timely and efficient manner, ensuring Clutha Community Health Company Limited philosophy, priorities and standards of practice are met.	

Key Relationships	
<b>Internal:</b>	<ul style="list-style-type: none"> <li>• Inter-disciplinary members of the health service team including independent contractors in other sectors.</li> </ul>
<b>External:</b>	<ul style="list-style-type: none"> <li>• Vendors and Suppliers</li> <li>• WellSouth PHO</li> <li>• ACC</li> <li>• Patients and their families/whanau/representatives</li> </ul>



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Person Specification		
	Essential	Desirable
<b>Training, Work Experience and Qualifications</b>	<ul style="list-style-type: none"> <li>• Financial experience working with accounting systems.</li> <li>• Clerical/office experience</li> </ul>	
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of accounting functions</li> <li>• Strong Excel knowledge</li> <li>• Accuracy with numbers</li> <li>• Word processing skills</li> <li>• High level of honesty, integrity and confidentiality</li> <li>• Alert, reliable, thorough, mature, able to use initiative.</li> <li>• Able to communicate clearly, both verbally and in written form.</li> <li>• Able to maintain accurate and up-to-date records, in accordance with the Clutha Health First documentation standards</li> <li>• Be a committed and effective member of the team.</li> <li>• Flexible attitude to work outside boundaries of the position when requested.</li> <li>• Have an appropriate presentation and standard of personal care and grooming</li> <li>• Able to work within Clutha Health First's aims, objectives and values.</li> </ul>	
<b>Physical Task Requirements</b>	<ul style="list-style-type: none"> <li>• The following denote the key physical requirements for the position including:               <ul style="list-style-type: none"> <li>– Standing</li> <li>– Sitting</li> <li>– Walking</li> <li>– Light lifting</li> <li>– Repetitive arm, hand and finger movements</li> <li>– Use of minor office equipment e.g. calculators, staplers, pens</li> <li>– Operating machinery/equipment e.g. photocopiers, printers</li> </ul> </li> <li>• Mental activities require high level of concentration, accuracy &amp; organisation</li> </ul>	

Key Tasks / Accountabilities and Performance Indicators	
Key Tasks/ Accountabilities:	Performance Indicators:
<b>Financial Activity</b>	General financial transactional activity of the company. Banking and Creditor reconciliations

	<p>Assist with debtor and creditor controls and analysis</p> <p>Data entry of financial information</p> <p>Transactions will be efficiently processed.</p> <p>Have adequate knowledge of the duties required to provide support and backup for cover of leave or busy periods.</p> <p>Adherence to work practice in line with CHF organizational and finance policies</p> <p>Team participation and cross cover for other finance roles</p>
<b>Administration &amp; General Duties</b>	<p>Data input will be carried out in a timely, efficient and accurate manner.</p> <p>Assist with the preparation of Education Sessions including collating material and setting up rooms.</p> <p>Assist with general administration duties to support the administration staff including preparation, collation and distribution of documentation.</p> <p>All duties will be performed in an efficient manner within the required timeframe.</p> <p>The staff member will perform such other duties as reasonably required by the Senior Management Team in accordance with the conditions of the position.</p>
<b>Maintain High Standards of Performance</b>	<p>Patient confidentiality must be maintained at all times. Any documentation containing a patients name or other readily identifying information must not be visible or accessible by members of the public or others who have no legitimate right to sight that information.</p> <p>Patients and their details must not be discussed or disclosed with others who have no legitimate right to that information.</p> <p>Demonstrate individual responsibility and maintain accountability for own work practice.</p> <p>Meet the performance expectations as identified in the Staff Development Performance Appraisal process.</p> <p>Undertake annual CPR, OOS, Fire Training and any other service requirement training as per Clutha Health First CQI plan and procedures.</p> <p>Perform all duties in a responsible manner; with due care for the health and safety of self and other employees, patients and the general public, within the limit of his/her knowledge base.</p>
<b>Ensure the provision of a safe and clean environment for patient, staff and visitors</b>	<p>Ensure maintenance and responsible use of consumables and equipment.</p> <p>Ensure appropriate reporting of incidents, equipment faults and problems to the CEO.</p> <p>Practice is safe and meets legal requirements.</p> <p>Practice protects and enhances individual rights.</p> <p>All records are maintained to meet policy and procedure requirements.</p> <p>Maintain knowledge of fire and Civil Defence procedures</p>
<b>Maintain good communication and interpersonal</b>	<p>Act in a professional manner in relationships with all staff</p>

<b>relationships within Clutha Health First</b>	to enhance interdisciplinary harmony within the hospital.
<b>Adopt a philosophy which encourages flexibility, cooperation, collaboration and co-ordination of service delivery in an integrated patient orientated system</b>	Ensure all policies, procedures and standards of practice of CCHCL, relevant Acts, Regulations, Employment contracts and statutory obligations are adhered to, in the interest of client safety, good employer requirements of the Health & Disability Services Act and within the principles of Equal Employment Opportunity, the Treaty of Waitangi and recognition of Tangata Whenua.  Actively participate in quality assurance activities. Be flexible and prepared to work outside traditional boundaries to develop flexibility and achieve efficiency.
<b>Assumes responsibility for personal professional/work education and development</b>	Maintains and/or extends knowledge and skill base required for effective performance.  Negotiates with management to attend appropriate education and training.  Participates in own performance appraisal annually.

### Performance Measures

- Set realistic measurable goals for own performance and assume responsibility for acquiring knowledge/experience to meet those goals.
- Plans for growth and undertakes change based on regular self-evaluation and the Staff Appraisal process.
- Participates in an annual Staff Appraisal with the Team Leader.

### Treaty of Waitangi

- Clutha Health First recognises the special relationship between Māori and the Crown and has an understanding of the articles/principles of the Treaty of Waitangi.
- As an employee you will be required to develop an understanding of the cultural concepts, values and tikanga that might affect the well being of Māori patients.

### Health and Safety

Clutha Health First is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of Clutha Health First, the health and safety of clients, patients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in the health and safety programs. It is expected that you will report all accidents or potential hazards to your manager.

Clutha Health First employees will participate in and comply with the requirements of the Health & Safety at Work Act 2015 plus amendments and associated CHF procedures.

- Work practices ensure safety for self and others
- Advice or assistance is sought before commencing an unfamiliar work practice
- Hazards are identified, control plans documented, hazards eliminated, minimised or isolated.
- Comply with Clutha Health First incident reporting and Health & Safety policy
- Emergency management procedures and compulsory/compliance education and training completed.

### Quality and Risk

Clutha Health First is committed to continuous quality improvement. Our focus is to improve our practice and the quality of care received by patients. Our goal is to embed continuous improvement in our daily activities, by focusing on improving systems and processes, enhancing our communication with other health providers and increasing consumer involvement.

**Changes to Position Description**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

**Acknowledged / Accepted:**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Team Leader Name:

\_\_\_\_\_  
Team Leader Signature:

\_\_\_\_\_  
Date