

Position Description	
Position Title:	<b>Finance, Contracts &amp; Payroll</b>
Location:	<b>Corporate</b>
Reports To:	<b>Chief Executive</b>
Number of Direct Reports:	<b>1</b>
Date:	<b>August 2025</b>

Our Purpose
Lead – Innovate – Advocate ... for a healthy community.
Our Shared Values
<ul style="list-style-type: none"> <li>We value our people.</li> <li>We value honesty and respect.</li> <li>We value excellence.</li> <li>We value the environment we live in.</li> </ul>

Purpose of Role
<p>To deliver quality management support with a specific focus on Finance, Contracts &amp; Payroll. The prime responsibility will be for financial transactional activity for Clutha Health First ensuring Clutha Community Health Company Limited's values, objectives and standards of practice are met.</p> <p>In addition the employee will provide 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.</p>

Key Relationships
<b>Internal:</b> <ul style="list-style-type: none"> <li>Inter-disciplinary members of the health service team including</li> <li>independent contractors in other sectors</li> </ul>
<b>External:</b> <ul style="list-style-type: none"> <li>Contractors</li> <li>Tenants</li> <li>Clutha Health Incorporated</li> <li>Shand Thomson – Accountants</li> <li>Inland Revenue Department</li> <li>SDHB funding arm</li> <li>WellSouth PHO</li> <li>ACC</li> <li>External Information Technology Providers</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>Completed tertiary education in a financial/management field</li> <li>Financial expertise working in financial systems</li> <li>Experience/interest in contracts, statistics and reporting</li> <li>Experience with payroll systems and knowledge of employment legislation</li> </ul>	<ul style="list-style-type: none"> <li>Theoretical &amp; applied knowledge of finance systems</li> <li>High level of experience in a wide variety of financial functions</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Ability to maintain accurate and up-to-date records, in accordance with the Clutha Health First documentation standards.</li> <li>Be computer literate and confident with MS Excel and MS Word</li> <li>High levels of honesty, integrity and confidentiality</li> <li>Ability to organise an effective work schedule</li> <li>Ability to be goal orientated and customer focused</li> <li>Able to maintain confidentiality and use discretion.</li> <li>Ability to communicate effectively with people and to be able to work as part of a busy team.</li> <li>Be innovative and self motivated.</li> <li>A commitment towards ongoing self development.</li> <li>Flexible attitude to work outside boundaries of the position when requested.</li> <li>Alert, reliable, thorough, mature, have integrity and initiative.</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>	<ul style="list-style-type: none"> <li>Ability to perform complex assignments and seek to resolve the same</li> <li>Use of analytical, specialist and technical input</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</li> </ul> </li> </ul>	

	<p>equipment e.g. calculators, staplers, pens</p> <ul style="list-style-type: none"> <li>○ Operating office machinery/equipment e.g. photocopiers, printers</li> <li>• Mental activities require high level of concentration, accuracy and organisation</li> </ul>	
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Key Tasks / Accountabilities and Performance Indicators	
Key Tasks/ Accountabilities:	Performance Indicators:
Finance	<ul style="list-style-type: none"> <li>• Responsible for all CHF accounting functions including debtors and creditors.</li> <li>• Provide management support services to General Practice including invoicing, managing receivables and managing debt recovery</li> <li>• Provide Board with high level reporting and analytical information to enable them to make informed decisions</li> <li>• Preparation of Annual Budget</li> <li>• Preparation of monthly statement of service performance</li> <li>• Preparation of Monthly Financial Reports for the board.</li> <li>• Help analyse monthly variances from budget.</li> <li>• Provide accounting reports to the CEO and Team Leaders</li> <li>• Provide costings and other financial information in support of collective bargaining processes</li> <li>• Plan for any improvements for finance systems in coordination with the CEO.</li> <li>• Maintain General Ledger to best meet CHF's requirements.</li> <li>• Support the accounting needs of the Clutha Health Incorporated Society.</li> <li>• Coordinate with purchasing for appropriate coding of costs.</li> <li>• Generate or coordinate the generation of all invoices to debtors meeting agreed contracts</li> <li>• Employment of staff for the accounts administration team.</li> <li>• Supervision &amp; Training of staff from the accounts administration team to meet requirements</li> </ul>
Contracts	<ul style="list-style-type: none"> <li>• Maintain the contracts register.</li> <li>• Maintain a high level of knowledge of</li> </ul>

	<p>all CHF contracts.</p> <ul style="list-style-type: none"> <li>• Participate in contract negotiations and provide guidance on the rewarding of contracts</li> <li>• Provide training and support to the CEO, Team Leaders and staff on contracts.</li> <li>• Help generate CHF contracts.</li> <li>• Generate reminders of contracts nearing expiration.</li> <li>• Communicate and prepare in regards to upcoming contract negotiating</li> <li>• Advise team leaders/staff in regards to employment law/contracts/legislation</li> </ul>
<b>Payroll</b>	<ul style="list-style-type: none"> <li>• Review and correct fortnightly rosters with help of Team Leaders.</li> <li>• Prepare payroll, and with proper sign off organize banking by Wednesday of pay week.</li> <li>• Prepare PAYE documentation for Department of Inland Revenue and ensure that payments are processed by due dates.</li> <li>• File IR file to Inland Revenue monthly by the due date.</li> <li>• Make corrections and adjustments in payroll as required.</li> <li>• Generate one off payroll transactions as required on rare occasions.</li> </ul>
<b>Support/back up duties</b>	<ul style="list-style-type: none"> <li>• Have an adequate knowledge of the duties required to provide support/backup for cover of leave or busy periods. These include but are not limited to the financial services of Clutha Health First.</li> </ul>
<b>The staff member will perform such other duties as reasonably required by the manger in accordance with the conditions of the position</b>	<ul style="list-style-type: none"> <li>• The staff member will perform such other duties as reasonably required by the Senior Management Team in accordance with the conditions of the position.</li> <li>• That all other duties will be performed in an efficient manner, at the required time and within a negotiated timeframe</li> </ul>
<b>Maintain accurate records</b>	<ul style="list-style-type: none"> <li>• Information is collected and collated in line with requirements and legislation.</li> <li>• All relevant documentation will be filed within the specified time frames</li> </ul>
<b>Maintain high standards of performance</b>	<ul style="list-style-type: none"> <li>• Meet the performance expectations as identified in the Staff Development Performance Appraisal process.</li> <li>• Undertake annual CPR, OOS, Fire Training and any other service requirement training as per Clutha Health First CQI plan and procedures.</li> <li>• Perform all duties in a responsible manner; with due care for the health and safety of self and other employees, patients and the general</li> </ul>

	public, within the limit of his/her knowledge base.
<b>Ensure the provision of a safe and clean environment for patient, staff and visitors</b>	<ul style="list-style-type: none"> <li>• Ensure maintenance and responsible use of consumables and equipment.</li> <li>• Ensure appropriate reporting of incidents, equipment faults and problems to the CEO.</li> <li>• Practice is safe and meets legal requirements.</li> <li>• Practice protects and enhances individual rights.</li> <li>• All records are maintained to meet policy and procedure requirements.</li> <li>• Maintain knowledge of fire and Civil Defence procedures</li> </ul>
<b>Maintain good communication and interpersonal relationships within Clutha Health First</b>	<ul style="list-style-type: none"> <li>• Act in a professional manner in relationships with all staff to enhance interdisciplinary harmony within the hospital</li> </ul>
<b>Adopt a philosophy which encourages flexibility, cooperation, collaboration and co-ordination of service delivery in an integrated patient orientated system</b>	<ul style="list-style-type: none"> <li>• 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 &amp; Disability Services Act and within the principles of Equal Employment Opportunity, the Treaty of Waitangi and recognition of Tangata Whenua.</li> <li>• Actively participate in quality assurance activities.</li> <li>• Be flexible and prepared to work outside traditional boundaries to develop flexibility and achieve efficiency.</li> </ul>
<b>Assumes responsibility for personal professional/work education and development</b>	<ul style="list-style-type: none"> <li>• Maintains and/or extends knowledge and skill base required for effective performance.</li> <li>• Negotiates with management to attend appropriate education and training.</li> <li>• Participates in own performance appraisal annually</li> </ul>

### 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 CEO.

### 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