

Position Description

Position Title:	Finance Officer
Reports to:	Manager Community Care and Mental Health Business and Service Support
Department:	Community Interlink
Directorate:	Community Care & Mental Health
Cost centre:	M4003
Code & classification:	Grade 3 (HS3, HS22 – HS25)
Employment conditions:	Health and Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2025 and its successors and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Finance Officer reports directly to the Community Care and Mental Health Business and Service Support Manager within the Community Care Division. The team manages the financial & administrative services for the programs managed within the Community Care Division. The Finance Officer role is responsible for providing systems and processes to support the management of Contracts, National Disability Insurance Scheme (NDIS), Home Care Package Program and other Community Programs. The role works in collaboration with other financial positions to ensure the financial requirements stipulated in Contracts, Service Level Agreements, and Terms and Conditions are achieved.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

Position Overview

- Responsible for preparing advanced NDIS and Home Care Packages financial and budgetary reports.
- Responsible for Revenue and Expenditure Contract management within the Community Care Division.

Disability and Aged Care Responsibilities

- Undertake monthly claiming, reconciliation and financial reporting of Funding.
- Develop and prepare monthly financial reports to assist the Community Care and Mental Health Business and Service Support Manager and NDIS Managers within the Community Care Division.

- Collate, develop and prepare monthly revenue and trend data reports to assist the Community Care and Mental Health Business and Service Support Manager to report to Executive and the GV Health Board.
- Maintain compliance with all relevant statutory regulatory obligations in the National Disability Insurance Scheme (NDIS) and Home Care Package Program.
- Reconciling the General Ledger Revenue for other Community Care Division Programs.

Contract Responsibilities

- Review, negotiate and administer Service Level Agreements (SLA's) and Terms & Conditions (T&Cs) relating to brokerage procurement for all suppliers & external agencies providing services to programs under the Community Care Division.
- Liaise and provide technical assistance to the Contracts Administrator in executing Agreements.
- Review, negotiate and administer Revenue Contracts to deliver Case Management services to consumers.
- Undertake monthly claiming, reconciliation and financial reporting of Revenue Contract billing.
- Update and maintain Providers within the Client Management System.

Financial Reporting responsibilities

- Assist the Community Care and Mental Health Business and Service Support Manager in reporting monthly accruals.
- Update and maintain services and costs within the Client Management System.
- Audit and calculate any outstanding payments for NDIS, Home Care Package and other programs within the Community Care Division.
- Liaise with representatives from National Disability Insurance Agency (NDIA), Financial Intermediates, Home Care Package participants, NDIS participants to manage payments and plans.
- Provide technical accounting support to the Community Care and Mental Health Business and Service Support Manager for monthly reporting of the Community Care Division revenue and expenditure to governance and leadership groups.
- Reconcile Community Interlinks bank account.
- Review and Reconcile general ledger accounts assigned to the role.
- Raise and Reconcile revenue billing for all programs.
- Collate and submit data into the Data Exchange (DEX) Portal for Community and Home Support Programs.
- Provide technical support to the Accounts Receivable and Accounts Payable department.
- Review and update the Provision for Doubtful Debts for the Community Care Division on a quarterly basis.
- Liaise with Service Support Coordinators, Case Managers, Support Coordinators and Program Managers to provide technical accounting support regarding NDIS and other Disability Programs.
- Maintain awareness of new legislation relevant to programs administered by Community Care programs, to ensure ongoing compliance with all relevant statutory and regulatory obligations.

Administration Responsibilities

- Monitor Policies and Procedures in relation to Financial Management Compliance Framework to ensure they are reviewed and signed off when required.
- Liaise with Accounts Payable, Accounts Receivable, Service Support Coordinators, Support Coordinators and Case Manager staff to ensure procedures in relation to financial duties are reviewed and updated on an annual basis.
- Support Accounts Payable and Accounts Receivable regarding processing of invoices.

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

Essential:

- Demonstrated knowledge of the management of contracts and procurement systems.
- Demonstrated experience with Data Management systems including a thorough understanding of the Microsoft Office suite, with a higher-level knowledge of Microsoft Excel and financial reporting systems.
- Accounting Qualifications or working towards or extensive experience in Financial Accounting/Bookkeeping roles will be considered.
- The ability to work independently with minimal supervision.
- The ability to liaise with all staffing levels within GV Health and Contracted Entities.
- Highly developed written and interpersonal skills and demonstrated ability to communicate effectively.
- A clear / satisfactory result from the National Disability Insurance Scheme Worker Screening Check.

Desirable:

- Knowledge and experience in business services areas.
- Background working in Commonwealth Home Care and NDIS.
- A broad understanding of Information Technology systems.
- Ability to work in an environment of change and development.
- Experience with Commonwealth and State information and reporting systems (Medicare, PRODA, Data Exchange).
- An ability to work both autonomously and in a team environment.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
 - Development and maintaining of collaborative relationships with all other teams and professionals;
 - Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
 - Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
 - The achievement of all KPIs relating to Contracts, SLAs and T&Cs.
 - The timely delivery of reports when requested or deemed necessary.
 - Attendance and active participation at meetings as required
 - 100% compliance with training requirements as outlined in the GV Health Education Framework
 - Active participation in the Performance and Development review process
-

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.



By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

<hr/>	
Community Care and Mental Health - Community Interlink	Finance Officer
Reviewed by:	Manager Community Care and Mental Health Business and Service Support
Issue Date:	April 2025
<hr/>	

ABOUT US

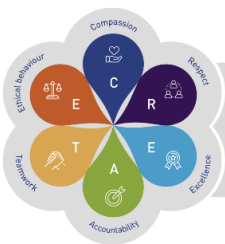
Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



COMPASSION
RESPECT

EXCELLENCE
ACCOUNTABILITY

TEAMWORK
ETHICAL BEHAVIOUR

GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)