

Position title:	Assistant Accountant
Department:	Finance
Reports to (title):	Finance Manager
Direct reports:	N/A
Date reviewed:	September 2024

Purpose of the position:

To work as part of the finance team to provide high-quality accounting services that support delivery of accurate and reliable financial information, so managers have access to timely information for decision making.

To provide support to the payroll function to ensure fortnightly payroll is processed accurately and on time.

Activity	Key Responsibilities
Deliver Assistant Accountant responsibilities.	<ul style="list-style-type: none"> • Daily bank reconciliation and Isoft batch import • To manage all Capex requests, fixed asset register and produce monthly reports to enable accurate monitoring and forecasting of capex • To review staff reimbursements, and refunds, ensuring payments are made each week. • Complete daily isoft patient journals, credits, and monthly balancing of ISOFT. • To assist in preparing monthly financial statements and reports • To complete financial requirements for the Braemar Charitable Trust including monthly dashboard, GST return and year-end audit • To prepare all price increases as required, including private increase, Southern Cross increases, Te Whatu Ora and ACC increases • To manage and co-ordinate hospital stock takes (minimum 2 per year). • To oversee and assist with the review of all creditor and subcontractor payments ensuring accuracy and payment dates are met as defined by various contracts • To assist with the annual external financial audit • Prepare rent and overhead invoices for tenants including completing 12 monthly overheads review • To record and manage delegated authority register • Complete surveys required by Statistics NZ • Record and report on staff education fund vs budget

	<ul style="list-style-type: none"> • Manage all Eftpos terminals including upgrades, and assisting reception and café with Eftpos queries • Preparation and filing of the monthly GST Return • To ensure the staff PAYE Return is completed and paid twice a month • Manage all IRD communication and letters, ensuring all MYIR notifications and letters are appropriately actioned • All other duties as required to ensure compliance with all Tax obligations. • To help manage the computerised financial and operating systems, in particular the ongoing upgrades and enhancements to the patient management system, financial management system, and payroll system • Actively support and champion the implementation of a new finance system, including assisting with user acceptance testing, training and support to wider hospital users • Backup for Finance Assistant role • All other duties as required to support the finance team, including assisting with workload and leave cover. • All other duties as required to support the finance manager including one off or ad hoc work
<p>Operating in a Payroll team member capacity to support payroll</p>	<ul style="list-style-type: none"> • To assist with running the fortnightly pay and all associated tasks • To assist with payroll matters and ensuring payroll is efficiently managed and executed • To prepare payroll related reports as directed by the Finance Manager or CFO eg Staff ratio reports • All other duties as required to provide backup to the payroll team.
<p>Operating in an Invoicing team member capacity to support invoicing when required.</p>	<ul style="list-style-type: none"> • Assist invoicing team in raising invoices as required by preparing private & contract invoices and complete future action requirements. • Respond to patient invoicing queries as required, liaising with specialist rooms and insurers, this includes helping to manage the specialists and finance email inboxes • Assist in the management of all debtors including patient debtor calls as required for all patients (ie. not just ACC patients) • Communicating with patients regarding payment of their accounts
<p>Responsible for managing and supporting ACC Clinical Services invoicing processes from end-to-end.</p>	<ul style="list-style-type: none"> • Manage and support the ACC Clinical Services contract • Processing and data entry of rooms assessments invoices onto the Assessments spreadsheet, ensuring we have all the information required before submitting invoice to ACC • Emailing Clinical notes to ACC for 'B' specialists before sending related invoices to ACC • Processing specialist payments on the 20th of the month, ensuring we have been invoiced correctly by the rooms with correct fees and appropriate tax invoice, and that "B" specialists are not paid until notes have been submitted

	<ul style="list-style-type: none"> • Complete an audit on one line per specialist invoice to ensure the assessment claimed is not within 6 weeks of the surgery discharge date and advising and educating rooms when required • Managing any assessments that are declined by ACC, ensuring they are appropriately written off, and provide feedback to the rooms about their responsibilities • Assisting new rooms staff with their ACC assessments processes, and advising them of their processing and billing options • Assist with month end balancing of the Assessments contract • Assist with yearly ACC Clinical Services contract review and fee increase • Provide end of month reports to Finance Manager • Making sure processes are followed consistently to safeguard privacy and confidentiality of patient information • All other tasks required related to the ACC Clinical Services Contract administration
<p>Quality and continuous improvement</p>	<ul style="list-style-type: none"> • Carry out tasks in a manner that considers and delivers a high quality and high standard of work. • Support a continuous improvement methodology where individual and team processes and procedures are continually reviewed and adapted to improve efficiency and accuracy.
<p>Health & Safety</p>	<ul style="list-style-type: none"> • Immediately report any unsafe work conditions or equipment, or any workplace incident, injury or property damage to the Manager ensuring that the required corresponding documentation is completed (Near Miss Form, Hazard Identification Form, Incident Form etc.); • Participate in Hazard Identification and Risk Assessment activities where required; • Ensure awareness of, and abide by all safety procedures in the event of an emergency; • Undertake and actively participate in all safety induction processes and procedures at the commencement of employment and any relevant health and safety training thereafter; • Ensure awareness of, and adherence to, safe work practices, instructions and rules (including SOP's) and ensure all duties within the workplace are undertaken in a manner which ensures both individual health and safety, and that of all other workers; • In the event of an injury, actively and positively participate in any relevant 'Return to Work' processes; and • Cooperate and encourage all workers to create and maintain a health and safe work environment. • Ensure all activities conducted comply with Braemar Hospital health and safety policies and procedures at all times.

Working Relationships

Most frequent contacts (internal and external)	Nature or purpose of relationship
Finance Team	Daily contact to discuss finance matters
Payroll team & AMS	Fortnightly contact to assist with pay run
Finance Manager	Direct Manager – to provide advice and guidance
Trust Manager	Monthly contact to discuss finance matters
IRD	As required to manage tax obligations

Qualifications, Experience, and Knowledge

Education / Qualifications:	<ul style="list-style-type: none"> Accounting Degree or Diploma preferred
Experience:	<ul style="list-style-type: none"> 2 years practical experience in a similar position or chartered accountant practice Knowledge of tax information e.g. GST, PAYE Payroll experience preferred but not essential
Professional Skills / Knowledge:	<ul style="list-style-type: none"> Have an eye for detail and demonstrate accuracy with figures Strong and effective communication to maximise positive outcomes Intermediate/Advanced Microsoft Excel skills Work autonomously and prioritise workload to meet all deadlines Ability to thrive whilst working under pressure in a quickly changing environment Committed to continuous improvement