

Position description	
Position title	Finance Officer
Business unit	Corporate Services Unit
Classification	Level 3
Accountability	Finance Manager
About Capital Health Network As the ACT's Primary Health Network (PHN), Capital Health Network (CHN) aims to integrate health care in the ACT region, promote health equity and improve health outcomes. We address community needs by collaborating with consumers, funding organisations, health professionals, community partners and other key stakeholders to improve health outcomes. We are unique in our ability to support general practice and more broadly, to design services that fill gaps and deliver lasting improvements to the value and quality of ACT health services. Capital Health Network values and Competency Framework Respect: We engage respectfully, listen and respond. Inclusion: We embrace diversity of thought and bring together a range of voices to inform our work. Collaboration: We build and invest in strong and enduring relationships, focused on shared goals. Accountability: We act with integrity, are transparent, encourage feedback, and report back to our community. Adaptability: We are adaptive and flexible in the way we respond to community health needs. We empower our staff, service providers and partners to innovate and adapt to deliver outcomes. All employees are required to meet CHN's seven competencies at a level appropriate to their role. To articulate organisational expectations in relation to the values and the competencies expected of all employees a Competency Framework has been developed. The framework identifies and describes seven basic competencies that all employees need to have to function effectively in their role at CHN.	
Responsibilities	
Primary purpose of position	The Finance Officer is responsible for maintaining accurate financial records, overseeing accounting functions, and supporting the Finance Manager in strategic decision-making. This includes oversight of the implementation of all financial processes and reconciliations, preparation of financial reports for management and the board, annual financial acquittals and audit facilitation, and providing support for budgeting processes.
Duties	1. Ongoing coordination and maintenance of accounting functions, programs and processes. 2. Prepare monthly financial statements and reports for management review. 3. Assist in preparing the financial analyses and reports for the board and CHN funding bodies. 4. Prepare and deliver custom financial reports to management, as required. 5. Assisting with annual audit preparations which may include: • Assisting in the calculation of year end provisions • Assisting with the preparation of the reconciliation of acquittals summary • Assisting with the actual vs Budgeted Commissioned Services report. • Providing supporting documentation and schedules to the auditor.

	6. Assist in preparing and submitting acquittal reports for external funding providers. 7. Maintain financial system's compliance with accounting standards, tax regulations, and internal policies. 8. Participate in and support preparations for the annual budget. 9. Assist in the preparation of budgets, forecasts, and variance analysis by providing reports and data from the financial management system. 10. Assisting with preparing and monitoring budgets. 11. Support the Finance Manager in meeting Departmental and statutory reporting obligations. 12. Take on the duties of the Assistant Accountant in their absence to ensure continuity of operations. 13. Collaborate with the Finance Team and other CHN business units to identify areas for process improvement and efficiency. 14. Performing other duties as required, consistent with the classification.
Competencies	
Role Competencies	Qualifications: 1. Minimum completion of Bachelor of Finance or Accounting with a minimum of 3 years work related experience specific to Finance or Accounting, or an equivalent combination of experience and training.
	Technical/specialist skills: 1. Strong proficiency in accounting software and Microsoft Office Suite, with proven high-level technical skills and competencies in Excel. 2. Proven financial management skills with experience in financial systems and procedures, with demonstrated ability to transfer these skills to a multi-program not-for-profit organisation. 3. Demonstrated background in and knowledge of GST legislation and Australian Accounting Standards. 4. Proven ability to independently interpret and apply knowledge of accounting principles and their application.
	Experience and knowledge: 1. Demonstrated experience and proficiency with Excel. 2. Demonstrated experience and proficiency with Xero. 3. Demonstrated experience and proficiency with payroll processing. 4. Demonstrated high level of attention to detail and ability to organise priorities in a busy environment. 5. Ability to work collaboratively in a team-oriented environment. 6. Extensive experience in interpreting and evaluating results, preparing documentation, and creating financial reports and presentations. 7. Well-developed sense of curiosity and desire to understand anomalous data. 8. Demonstrated ability to deliver planned and unplanned work to deadlines. 9. Demonstrated experience delivering routine planned activities autonomously and to a high standard. 10. Proven ability to communicate effectively with a diverse range of staff and stakeholders.
CHN Competencies	<i>Strategic thinking:</i> We use our foresight and environmental awareness to add value.
	<i>Resourcefulness:</i> We generate evidence-based solutions.
	<i>Relationship Management:</i> We invest in strengthening internal and external relationships.
	<i>Data Literacy:</i> We navigate data systems and protect data assets.
	<i>Cultural competence:</i> We understand, appreciate and cooperate with all cultures and beliefs.
	<i>Embracing ambiguity:</i> We rise to the challenge of uncertainty and the unknown.
	<i>Leading:</i> We each play a leadership role.

