

Position title	Finance Support Officer
Business unit	Corporate Services Unit
Classification	Level 2
Accountability	Finance Manager
<p>About Capital Health Network</p> <p>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.</p> <p>Capital Health Network values and Competency Framework</p> <p>Respect: We engage respectfully, listen and respond.</p> <p>Inclusion: We embrace diversity of thought and bring together a range of voices to inform our work.</p> <p>Collaboration: We build and invest in strong and enduring relationships, focused on shared goals.</p> <p>Accountability: We act with integrity, are transparent, encourage feedback, and report back to our community.</p> <p>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.</p> <p>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.</p>	
Responsibilities	
Primary purpose of position	The Finance Support Officer is responsible for the day-to-day processing of CHN's financial transactions. This position also assists the Finance Manager with CHN's compliance with financial, legal, contract and reporting responsibilities.
Duties	<ol style="list-style-type: none"> 1. Undertake the day-to-day finance operations, including: <ol style="list-style-type: none"> a. Maintain accurate and up-to-date financial records, including accounts payable and receivable, bank reconciliations, and general ledger entries. b. Manage invoicing, billing and collections to ensure timely payments. c. Ensure accurate tracking of funding sources and expenditures. d. Maintain and update Xero Projects, including data entry and project tracking. e. Prepare and report on project financials monthly. f. Ensure all financial transactions are recorded in accordance with internal policies. g. Maintain and keep the Recipient Created Tax Invoices (RCTI) and Funding Tracker up-to-date. h. Perform monthly general ledger reconciliations and balancing, as directed. 2. Assist the Finance Officer with acquittal templates for external providers. 3. Participate in and support preparations for internal and annual audits. 4. Identify opportunities to streamline and improve financial processes 5. Contribute to continuous improvement of financial processes and systems. 6. Maintain currency of knowledge and understanding of accounting standards and best practice financial systems to maintain compliance. 7. Perform other accounting duties, as required.

Competencies	
Role Competencies	<p>Qualifications:</p> <ol style="list-style-type: none"> 1. Minimum completion of Certificate III in Bookkeeping, Accounts Administration or an equivalent combination of experience and training in a similar discipline. 2. Certification or extensive experience with Excel, accounting software and/or business software applications.
	<p>Technical/specialist skills:</p> <ol style="list-style-type: none"> 1. Strong proficiency in accounting software and Microsoft Office Suite, with proven technical skills and competencies in Excel. 2. Proven financial management skills with experience in financial systems and procedures in a multi-program not-for-profit organisation. 3. Ability to independently interpret and apply knowledge of accounting principles and their application.
	<p>Experience and knowledge:</p> <ol style="list-style-type: none"> 1. Demonstrated experience and proficiency with Excel. 2. Demonstrated experience and proficiency with Xero. 3. Demonstrated a high level of attention to detail and ability to organise priorities in a busy environment. 4. Comfortable working both independently and within a small team. 5. Demonstrated ability to delivery planned and unplanned work to deadlines. 6. Demonstrated experience delivering routine planned activities autonomously and to a high standard. 7. Proven ability to communicate effectively with a diverse range of staff and stakeholders
CHN Competencies	<i>Strategic thinking: We use our foresight and environmental awareness to add value.</i>
	<i>Resourcefulness: We generate evidence-based solutions.</i>
	<i>Relationship Management: We invest in strengthening internal and external relationships.</i>
	<i>Data Literacy: We navigate data systems and protect data assets.</i>
	<i>Cultural competence: We understand, appreciate and cooperate with all cultures and beliefs.</i>
	<i>Embracing ambiguity: We rise to the challenge of uncertainty and the unknown.</i>
	<i>Leading: We each play a leadership role.</i>