



## Position Description

### Finance Officer

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<b>Program:</b>	Health Voyage Ltd
<b>Location:</b>	45-53 Little Street, Coffs Harbour
<b>Award:</b>	Health Professionals & Support Services Award 2020
<b>Classification:</b>	Support Services Level 5
<b>Reports to:</b>	Finance Manager
<b>Direct employer:</b>	Health Voyage Ltd

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**OUR VISION:** *Healthier people. Stronger communities.*

**OUR MISSION:** *To provide equal access to safe, quality health care services and improve the physical, mental, and social wellbeing of vulnerable individuals in our community.*

**OUR VALUES:** *Ethical Integrity Respect Diversity Compassion*

#### ORGANISATIONAL AND PROGRAM SUMMARY

##### Health Voyage Ltd

Health Voyage is a multi-disciplinary organisation providing evidence-based primary, specialist, allied health and health promotion services for those at risk in the community. As a not-for-profit non-government organisation, Health Voyage collaborates with partners to ensure our services complement and strengthen the public health sector. The organisation's provision of accessible, cost-efficient and effective health services to prevent or lessen the long-term impact of illness is a vital contribution to the wellbeing of individuals, families and the community.

##### Health Voyage Services and Programs

The Coffs Harbour Women's Health Centre, headspace Coffs Harbour, and headspace Grafton are the three primary services of Health Voyage. In addition, Health Voyage from time to time may have other ancillary programs (either within these services or in addition to) that are aligned to the organisation's mission. These include but are not limited to: Health Voyage Mental Health Nursing services.

Across these services and programs, Health Voyage employs and contracts health professionals and service providers to deliver care aligned to the organisation's mission and values.

#### POSITION SUMMARY

The Finance Officer is responsible for providing support to the Finance Manager across a broad range of financial and administrative tasks in an efficient and timely manner to contribute to the and ongoing effective and efficient functioning of Health Voyage and to meet statutory and legal requirements.

#### KEY RESPONSIBILITIES

- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivable and payable data using MYOB;
- Preparation of electronic payments for approval and processing;
- Processing and receipting of income from all sources including Medicare, funding bodies and commercial arrangements;
- Regular reconciliations of the organisation's bank accounts including petty cash and banking as required;

- Processing of Health Voyage payroll each fortnight utilising MYOB, including reconciling reports, submitting payments, and attending to salary packaging requirements;
- Assistance with monthly, quarterly and annual activities, preparation of accounts and the external audit process;
- General accounting/administrative duties as required by the Finance Manager
- Assist the Finance Manager with annual payment summary requirements in MYOB

### Privacy and Confidentiality

- Access confidential data and information in a secure and discreet manner
- Follow policies and procedures to ensure the security of organisational data and information
- Ensure the privacy and confidentiality of staff is respected

### General

- Commitment to and participation in service improvement and expansion processes, including (but not limited to) learning and development both as a participant and as a presenter
- Work collaboratively with all Health Voyage staff by sharing resources, skills and ideas

### RELATIONSHIPS

The position holder will be required to develop and maintain positive and effective working relationships with a range of people and organisations. They must positively represent Health Voyage to the public, community, government and other organisations.

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<b>Reports to:</b>	Finance Manager
<b>Direct Reports:</b>	None
<b>Indirect Reports:</b>	None
<b>Accountable to:</b>	Health Voyage CEO and Governance Board
<b>Internal Relationships:</b>	headspace Coffs Harbour and Grafton Centre Staff and Contractors Women's Health Centre Staff and Contractors
<b>External Relationships:</b>	Healthy North Coast Staff headspace National Office Staff Consortium partner organisations and staff Health Voyage co-located partner organisations Other headspace Centre Staff Local youth, health and community service providers and staff Government departments, ministers and staff Private health practices and practitioners Other external partners, vendors, providers and key stakeholders.

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### SELECTION CRITERIA

#### Essential

1. Qualifications in book keeping, payroll **OR** demonstrated 2+ years experience in a similar position.
2. Demonstrated experience in systems including MYOB, Excel and the Microsoft suite of programs
3. Experience in payroll preparation and a general understanding of Awards and contracts
4. Demonstrated ability to maintain a high level of accuracy in data entry and processing of financial transactions
5. Demonstrated understanding of the nature of sensitive information and the importance of complete confidentiality
6. Experience in managing multiple funding streams
7. Demonstrated time management skills and proven ability to prioritise work to meet deadlines

#### Desirable

1. Previous experience in Not for Profit or Non -Government Sector
2. Understanding of salary packaging and Reportable Fringe Benefits Tax within the Not for Profit Sector

#### Foundational skills required

- Exceptional interpersonal skills with the ability to establish and maintain effective relationships with a diverse range of people and professionals.
- Highly developed verbal and written communication skills.
- Ability to work both independently and collaboratively as a productive team member.
- Proven track record in building and maintaining effective working relationships with a range of internal and external stakeholders.

### Personal attributes

- High levels of professionalism, confidentiality and discretion.
- Ability and commitment to continuous learning.
- Strong work ethic.
- Adaptability and flexibility to changing work environments and requirements.
- Reliable and results focussed.

### WORKPLACE POLICIES AND PRACTICES

All Health Voyage employees and contractors are required to familiarize themselves with the organisation's code of conduct and policies and procedures and to abide by them at all times.

It is expected that at all times employees and contractors will:

- Be respectful towards the organisation, colleagues, clients and the general public.
- Support the Health Voyage vision and objectives and demonstrate the values of Health Voyage.
- Take reasonable care for their own health and safety and that of others in the workplace.

The position holder must also:

- Maintain a current check for working with young people, as per the relevant state legislation.
- Undergo a current and satisfactory criminal record check.
- Maintain a current driver's licence, and have access to their own registered and comprehensively insured vehicle.
- Maintain eligibility to work in Australia.
- Participate in a 6 month probationary period, with continuing employment subject to satisfactory performance (not applicable for casual employment)
- Participate in annual individual performance reviews and professional development planning.
- Have some flexibility to travel, and to work after hours (including weekends and evenings).

### OTHER INFORMATION

**Fringe Benefits:** Salary Sacrifice (Packaging) is available to eligible employees. Health Voyage Inc is a Registered Charity

**Superannuation:** Employer contribution of 11% to your nominated super fund.

**Leave:** Annual leave as per the National Employment Standards with 17.5% loading (not applicable for casual employment)  
Sick Leave as per the National Employment Standards (not applicable for casual employment)  
All official National and NSW Public Holidays that occur on regular days of work

**Position status:** This position is reliant upon continuing grant funding

**Please note:**

**It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position. Successful applicant(s) will be subject to Working with Children Check and Police Check prior to Employment.**

**Health Voyage regards the health, safety and wellbeing of our people, our contractors and our communities to be our highest priority, which is why we require all employees to have received at least two doses of an approved COVID-19 vaccine or have an approved medical contraindication form.**

**Approved by:** \_\_\_\_\_  
Tazmyn Jewell

**Date approved:** \_\_\_\_\_  
Jan 2024