

POSITION DESCRIPTION

Melbourne
Teaching
Health Clinics



POSITION TITLE:	Accounts Assistant
REPORTING TO:	Business Manager
CLASSIFICATION:	1
EMPLOYMENT TYPE:	Part-Time (0.4 FTE), Continuing appointment
NUMBER OF REPORTS:	0

The Organisation

Melbourne Teaching Health Clinics' (MTHC) vision is: *"To be recognised as an innovative, international leader in the provision of Teaching Health Clinics."* Our ambition is that Melbourne Teaching Health Clinics will be the pre-eminent provider of student clinical placements; these placements being in general (regional) medical practice, dentistry, audiology, speech pathology, optometry and psychology and through the provision of professionally supported clinical sessions in private practice settings.

Melbourne Teaching Health Clinics was established by the University of Melbourne to operate and manage teaching health clinics that provide students at the University with world class clinical training as a core component of their studies. The organisation also provides continuing professional development training to persons working in the area of health care provision, facilitates research into health outcomes and provides patients with quality health services.

Shepparton Medical Centre (SMC), Melbourne Dental Clinic (MDC) and Melbourne Audiology and Speech Pathology Clinic (ASPC) are the teaching health clinics currently operating under the Melbourne Teaching Health Clinics umbrella.

Shepparton Medical Centre is a general-practice-centred, multi-disciplinary teaching clinic with aims to improve the health of patients, enabling teaching, learning and research for our clinicians and advancing sustainable growth.

Melbourne Dental Clinic was established by the University of Melbourne in 2013 to provide excellence in clinical education for the next generation of dental professionals and increase access to comprehensive dental care for members of the public.

The University of Melbourne Audiology Clinic was established over 40 years ago to provide high quality clinical placement opportunities for Master of Clinical Audiology students. In 2015 the University of Melbourne Speech Pathology Clinic was created to support the growing University of Melbourne Master of Speech Pathology program. Today the clinics offer a broad range of speech pathology services, hearing and balance assessments and aural rehabilitation for children and adults. The clinics are committed to meeting the communication needs of members of the public, utilising the latest evidenced based care models.

Melbourne Teaching Health Clinics is an organisation of accomplished and committed people striving to achieve its Mission: *"To provide sustainable, high quality, comprehensive clinical training and patient care for the University of Melbourne and the wider community."*

Position Summary

Working with the Finance Officer, Business Analyst, Business Manager and staff across Melbourne Teaching Health Clinics, this role will provide support to the Melbourne Teaching Health Clinic's financial and business practices. The role will assist in completing finance tasks including but not limited to, preparation and processing periodical Accounts

Payable (AP) and Accounts Receivable (AR), conduct stock count on clinical stocks, assist in cash management and receipting, payroll processing, fixed asset management, management of supplier payments and supporting the effectiveness of finance, payroll and procurement functions.

Essential Selection Criteria

- Relevant experience and/or education and training (a relevant qualification preferably in Finance/Accounting or equivalent will be highly regarded).
- Well-developed organisational skills and strong attention to detail.
- Ability to demonstrate initiative in following through on a range of competing tasks.
- Strong interpersonal and communication skills, with the ability to represent the Melbourne Teaching Health Clinic to external stakeholders
- Demonstrated ability to build and maintain effective and productive relationships with a wide range of internal and external stakeholders
- Sound computer skills including all MS Office products
- Demonstrated ability to establish and build effective working relationships.
- Demonstrated ability to work effectively as a member of a team and display a commitment to providing outstanding quality service.

Key Relationships (Internal and External)

- Melbourne Teaching Health Clinic Management Team
- Melbourne Dental Clinic Management Team
- Shepparton Medical Centre Management Team
- Audiology and Speech Pathology Management Team

Key Accountabilities

Key Responsibilities	Measures/Key Performance Indicators (KPIs) to be achieved
Financial and Payroll Compliance <i>Under the direction of the Business Manager;</i> • Perform day-to-day financial transactions, including verifying, computing, posting Accounts Payable invoices and releasing payments for all clinics • Manage monthly and adhoc Account Receivable requested, generate Account receivable batches and invoices • Conduct regular inventory review on clinical stocks • Assist in processing and releasing both General Practice (GP), General Practice Registrars (GP Reg.) payments and General Dentist (GDP) payments • Reconcile and process staff credit card expenses and reimbursements • Assist in processing payrolls within the set timeline to ensure accuracy • Assist in maintaining the Payroll database and support the payroll management system • Ensure the Fixed Asset Register is accurate, complete and balances to general ledger • Assist with the completion of BAS and other regular financial statutory returns on time without error or penalties	• AP batches are completed and payment released within the timeline • AR requests responded in a timely manner • Clinical stocks managed above the minimum stock level • GP, GP registrara & GDP payments are calculated correctly and paid within the required timeframes • Payroll payments are completed accurately and within required timeframes • Compliance reporting and submissions for Payroll, BAS and FBT are completed on time • Fixed Assets capitalised within one month of purchase and depreciated assets retired as required
Financial Management <i>Under the direction of the Business Manager;</i> • Assist the cash management of the business, including receipting, banking and processing refunds that are carried out accurately and in a timely manner • Assist with the identification and analysis of monthly clinic revenue, expenditure and outstanding debtors • Support the annual audit by providing AP and AR reports as well as providing, supporting documentation and data for the auditors • Interface with general ledger to ensure the provision of accurate financial data	• Prepare and process monthly accruals, prepayments and journals where appropriate • Audit queries been responded to in a timely manner • General Ledger integrity maintained and accounts created as required • Debtor and revenue data extracted and summarised where required

Customer Service • Provide timely responses to supplier's queries re their accounts • Develop effective business relationships with appropriate internal stakeholders of the business • Support the staff from across Melbourne Teaching Health Clinics' in office administration including stationery ordering, minor equipment purchases and miscellaneous supplies	• Positive staff feedback from internal surveys on the customer service function of the finance team • Supplier and contractor relationships maintained • Office supplies are replenished prior to stock shortages
Quality Improvement • Support the Business Manager to ensure the development and implementation of continuous quality improvement programs • Support the Business Manager to evaluate, develop and implement further programs and changes based on outcomes	• Quality program and outcomes documented • Improvements to Melbourne Teaching Health Clinics' processes and systems documented and demonstrable
Occupational Health and Safety • Take an active role in contributing to a safe and healthy workplace • Adherence to relevant legislation and policies	• 100% training compliance achieved
General • Maintain staff and patient confidentiality at all times • Maintain skills to enhance organisational capability, culture and services • Ensure practice is aligned with overall Melbourne Teaching Health Clinics' philosophies and profession standards • Carry out other ad hoc responsibilities/duties as directed	• Demonstrates appropriate and professional workplace behaviours that are in line with Melbourne Teaching Health Clinics' core values, policy and procedures • Provides assistance to other team members as required or requested

Special Requirements

The Melbourne Teaching Health Clinics are separate but affiliated companies of the University of Melbourne. The role may be required to provide additional on-site support to these clinics.

Melbourne Teaching Health Clinics Values

We foster a values-based culture of innovation and creativity to enhance the teaching performance of the Melbourne Teaching Health Clinics and to achieve excellence in patient and student outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Be ethical
- Be accountable
- Be collaborative
- Be compassionate

Occupational Health and Safety (OH&S) Responsibilities

The Melbourne Teaching Health Clinics has policies and procedures which comply with the *Occupational Health and Safety Act 2004*, which require all staff to contribute to the maintaining of a safe and healthy workplace.

All staff members are required to exercise their duty of care and:

- Take reasonable care for their own safety, as well as for others in the workplace who can be affected by their actions;
- Refrain from misusing or damaging any equipment which is provided to protect or enhance the health and safety of staff;
- Comply with legitimate requests from Melbourne Teaching Health Clinics which are in accordance with published policies and/or OHS legislation;
- Ensure they do not knowingly place other staff at risk through their actions;
- Report incidents and potential health and safety risks to their OHS Representative in a timely and appropriate manner;
- Host visitors and/or contractors at the campus in a manner consistent with the requirements of the OHS policy.

Diversity and Inclusivity Statement

Melbourne Teaching Health Clinics are committed to a diverse and inclusive workforce free from all forms of discrimination. We actively work to remove barriers to ensure all employees enjoy full participation in the workplace and encourage applications from diverse backgrounds. We adopt our diversity and inclusivity policies from the University of Melbourne and can be viewed at <https://staff.unimelb.edu.au/diversity-inclusion>.

Document Control

Date Developed:	Developed and Reviewed By:
February 2021	Joanne Fang, Business Manager MTHC