

Position Description

Position Title	Financial Accountant
Position Number	30103593
Division	Finance & Resources
Department	Finance
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 5
Classification Code	HS5
Reports to	Financial Controller
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The Financial Accountant position will work closely with the Financial Controller to support and provide peer leadership to team members across the financial control function. The role will provide support to General Ledger Accounting functions to ensure high quality, relevant, accurate and timely financial information to key stakeholders across the finance team and provide competent financial analysis.

Responsibilities and Accountabilities

The role includes direct line responsibility for operational teams within the Financial Accounting function with accountability for day-to-day service delivery, workforce planning and rostering, supervision, and performance outcomes aligned to Bendigo Health policies, the Enterprise Agreement, and internal control requirements

Key Responsibilities

- Provide clear direction, set team priorities and allocate work to meet month-end, reporting and payment timeframes; ensure adequate cross-coverage during peak periods and leave.
- Recruit, onboard and develop staff; conduct regular 1:1s, probation reviews and Performance & Development Plans; coach for capability uplift across systems, controls, and customer service.
- Establish and track team KPIs/SLA measures; implement remediation plans where targets are not met.
- Perform general ledger accounting and month end close processes on time ensuring integrity and accuracy of financial information. Review process and identify opportunities for automation, modelling and enhanced spreadsheets;
- Preparation of Data for external and internal financial reporting requirements for BH and Contracted Health Services which include DH, Commonwealth and Board of Directors.
- Assistance with preparation of annual financial statements in accordance with established timeframes, accounting standards, relevant legislation and the requirements of the Department of Health. Review and understand implications of accounting standard changes and reporting changes on accounts and disclosures;
- Be a change champion across the financial control functions of BH, driving process improvements across all facets of the department.
- Review and update policies, procedures and corporate documentation necessary to support the financial operations at Bendigo Health.
- Produce timely internal financial reports and analysis to assist management in decision making providing clear and accurate summaries derived from large volume and complex data sets;
- Liaise with external auditors, Department of Health and any other regulatory bodies;
- Completion of regular reviews and audits as requested by the Financial Controller. Identify gaps in systems and processes and provide recommendations to management for improvement;
- Provide a high level of customer service to all stakeholders;
- Provide advice, guidance, and support to line managers and staff, and ensure compliance with policy, procedures and relevant legislation.
- Benchmarking with other healthcare organisations regarding financial opportunities and challenges.
- Deliver education within the department to ensure staff are properly trained in financial processes and policies.
- Organise and lead regular team meetings.

- Other specific improvement projects and ad-hoc duties as required by the Financial Controller.

Key Selection Criteria

Essential

1. Business related qualification from a tertiary education institution
2. Professional Membership of CAANZ, CPA or ACCA
3. Experience in the use of ERP systems
4. Demonstrated experience leading operational finance teams
5. Advanced knowledge of Microsoft Office software, with a particular focus on Excel
6. Demonstrated experience implementing process improvement and the provision of business solutions
7. Demonstrated capability to initiate and effectively introduce change
8. Ability to meet deadlines and maintain high quality output

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these

requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.