

Position Description

Position Title	Finance Officer
Position Number	30027025
Division	Finance and Resources
Department	Accounts Receivable
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 1
Classification Code	HS1
Reports to	Financial Controller
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• 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](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

Reporting to the Financial Controller, the Finance Officer will primarily be responsible for completing day-to-day administration and processing for accounts payable and receivable in addition to providing secondary support to the broader Finance team.

This position involves direct contact with all levels of staff at Bendigo Health, the general public, customers and suppliers requiring excellent communication skills, the ability to multi-task and solve problems as they arise.

Responsibilities and Accountabilities

This role involves delivering responsive and professional financial services with a strong customer focus.

Key Responsibilities

- Provide professional, responsive finance services to internal and external stakeholders, maintaining a strong customer focus.
- Administration and processing of accounts payable transactions, including supplier invoices, employee reimbursement, petty cash reimbursements and direct debits.
- Processing accounts receivable invoices, and follow up on outstanding debtors.
- Banking duties including payments, receipting and reporting.
- Undertake cashier duties, including receipting across various debtor systems and reconciling cash drawers.
- Monitoring of finance mailbox's and assisting in resolving queries and follow up.
- Maintain accurate records (scanning/filing/archiving) and master data in accordance with policy, audit and privacy requirements.
- Assisting with month end processes including reconciliations and journal preparations.
- Proactively follow up outstanding items and exceptions to resolution; liaise with internal teams and external parties as needed.
- Contribute to documented procedures, controls and service improvements; participate in system changes, testing and training; share knowledge to build team capability.
- Manage enquiries from staff, patients, residents, families, suppliers and other stakeholders with clarity and professionalism.
- Work to Bendigo Health policies, delegations and applicable legislation; uphold confidentiality and data integrity at all times.
- Other duties may be assigned, within the limits of skills, training and qualifications.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. Experience in finance administration within a large or complex organisation.
2. Ability to learn and work across multiple finance systems and Microsoft Office.
3. High level of accuracy and attention to detail; strong numerical and reconciliation skills.
4. Excellent communication and customer service skills; able to work constructively with a wide range of stakeholders.
5. Strong problem-solving, initiative and sound judgement; escalates issues appropriately.
6. Commitment to teamwork, continuous improvement and maintaining clear, current documentation.

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.
- 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.