

Position Description

Ko te Whakaatūraka o te mahi

Position Te ikoa o te tūraka	Chief Financial Officer
Location	Dunedin/Invercargill
FTE	1.0
Reports to: Ka kaweka ki a	Chief Executive Officer
Responsible for: ka Kaweka mo ka kaimahi	Procurement Specialist Accounting Technician
Date: te wā	May 2019

Overview

WellSouth Primary Health Network (PHO) has responsibility for the provision of primary health services to approximately 300,000 enrolled patients in Otago and Southland, and contracts with Southern DHB and a number of other health funders. WellSouth is constituted as a charitable trust with a Board of 10 Trustees.

WellSouth works with health care clinicians, health care providers, Iwi and local communities to:

- Coordinate the delivery of regionally consistent high value primary care health services care across Otago and Southland that deliver real benefits to patients and the community through a range of evidence based and clinically proven health programmes.
- Improve access to primary health care for the community.
- Encourage people to take responsibility for their own health.
- Provide education and development for practice staff

WellSouth has offices in Alexandra, Invercargill and Dunedin.

POSITION PURPOSE Ko te tikaka o te tūraka

WellSouth Primary Health Network (WSPHN) leads and coordinates a range of primary health care services through its contracted General Practices and other Primary Health providers e.g. Māori Providers and NGOs, in the delivery of the Primary Health Care Strategy. The organisation holds contracts with the Southern District Health Board (SDHB) and other providers for these services. WSPHN is committed to reducing health inequalities within the health system.

Position Description

This role is responsible for the overall financial management and day to day financial administration of the WSPHN. The Chief Financial Officer will provide high quality information, support and service to internal and external customers, as well as leadership in managing financial resources to ensure long-term viability of the Trust.

To provide financial leadership to the Senior Management Team to enable WellSouth to develop and meet its current and future primary care goals and aspirations.

To work as a Business Partner and provide financial support, both strategic and business; advice, case management and project management with the business and functional groups of the organisation.

SCOPE OF THE POSITION – Ko te Hōkai o te tūraka

- Responsibility for all aspects of WSPHN financial cycle.
- Providing financial information and analysis to the Board, Finance Audit and Risk Committee and the Chief Executive as required.
- Independently producing the monthly management accounts and annual financial statements for the Trust.
- Manage WSPHN contracts for Financial and Accounting services, including reporting to Finance Audit and Risk Committee
- Supporting and contributing to the development of financial processes.
- Providing financial advice and assistance to other staff when required.
- Contributing to other activity as directed and delegated by the Chief Executive of WSPHN and reasonably expected of a Chief Financial Officer.
- Collaborative and effective team work and service integration.

RELATIONSHIPS Kā Whakawhānaukataka wāhi take

Internal kei roto WSPHN Board of Trustees
Senior Management Team
WSPHN Primary Health staff

External kei waho External auditors
Deloitte Chartered Accountants
General Practice Teams
Inland Revenue
Banks
Creditors/suppliers
Debtors/external customers
Ministry of Health
Other organisations and businesses as appropriate
Southern DHB

Position Description

Treaty of Waitangi

WellSouth is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection.

Health and Safety

WellSouth is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organization. As an employee of WellSouth, the health and safety of clients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programs in your area. It is expected that you will report all accidents or potential hazards to your manager.

KEY TASKS and ACCOUNTABILITIES Kā kaweka take

KEY TASKS/ACCOUNTABILITIES	PERFORMANCE INDICATORS
<ul style="list-style-type: none">Financial Accounting	<ul style="list-style-type: none">Process all accounts payable and receivable.Manage fortnightly in-house payroll data collection to achieve accurate remuneration of all general staff.Work with and support the HR manager to ensure costing of staff is accurate and within budget constraints.Take responsibility for all account/bank reconciliations.General Ledger management.Asset Register management.Manage and lead the annual budgeting process.Prepare monthly and annual financial statements accurately and on time to meet board and statutory reporting requirements.Reconcile all control and other balance sheet accounts monthly, and report and correct variances where appropriate.Coordinate the process of external auditing the annual accounts of the Trust.Oversee all other accounting functions within the Trust and be actively involved in relevant processes.Monitor, management and oversight of all WSPHNs contracts in respect of revenue and expenditureTreasury function for WSPHN under Board approval and delegation.Annually review and assess the cost effectiveness of outsourcing administration and accounting functions.
<ul style="list-style-type: none">Financial Management and Reporting	<ul style="list-style-type: none">Have input where required to the WellSouth overall strategy and service delivery planning.Contribute to the development of the culture, values, structures of WellSouth facilitate achievement of the organisation's vision

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	<ul style="list-style-type: none"> ▪ Contribute to the development and delivery of the Alliance strategic objectives ▪ Provide support and leadership for management and board proactively by generating quality information in a timely manner. ▪ Further develop and refine reporting requirements. ▪ Advise and support other managers in financial decision making, including planning and forecasting, and costing proposals and business plans, cashflow requirements etc. ▪ Provide financial reporting, information and analysis for each WSPHN programme ▪ Provide support for the use of the financial systems. ▪ Provide information on historical financial and related performance on time, as predictor for planning/forecasting future performance.
<ul style="list-style-type: none"> ▪ Financial Policy and Compliance 	<ul style="list-style-type: none"> ▪ Manage all aspects of compliance with financial policies and procedures through understanding and application of relevant laws, standards and other regulations. ▪ Ensure compliance of relevant financial policies, procedures and other regulations. ▪ Prepare and/or review tax returns and other compliance documents. ▪ Reduce risk of penalties for non-compliance by monitoring, reporting and helping reduce risks where necessary. ▪ Develop and recommend accounting procedures and policies to the Chief Executive. ▪ Participate proactively in ongoing process improvements. ▪ Participate in projects as necessary. ▪ Document all financial and administration procedures.
<ul style="list-style-type: none"> ▪ Annual Insurance Renewal 	<ul style="list-style-type: none"> ▪ Ensure WSPHN insurance requirements are identified to mitigate the risk of financial loss on an ongoing basis. ▪ Engage with specialist brokers to ensure best value professional advice and costs are obtained from the market
<ul style="list-style-type: none"> ▪ Contract management 	<ul style="list-style-type: none"> ▪ Maintain an effective Contract Management System (CMS). ▪ Ensure contract status reports are available to all managers on demand ▪ Advance plan the renewal of expiring contracts to ensure continuity of revenue. ▪ Support managers to report on contract requirements. ▪ Carry out tenders for significant purchases of WS resource requirements. ▪ Support all staff responsible for procurement of required resources.

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	<ul style="list-style-type: none"> ▪ Implement a purchase order system for appropriate valued items
<ul style="list-style-type: none"> ▪ Office, Clinical accommodation and associated resources 	<ul style="list-style-type: none"> ▪ Manage the lease and acquisition of accommodation requirements to support the operations of WS. ▪ Purchase/acquire the appropriate office and clinical resources to support WS operations
<ul style="list-style-type: none"> ▪ Information Technology ▪ 	<ul style="list-style-type: none"> ▪ Work with the CIO to ensure the appropriate technology is employed to support the financial and administration systems of WS
<ul style="list-style-type: none"> ▪ General Duties 	<ul style="list-style-type: none"> ▪ Initiate and/or participate in effective service planning/development initiatives ▪ Provide monthly reports to WSPHN CE ▪ Provide quarterly reports to WSPHN CE on programme development and activities ▪ Contribute to the annual planning of WSPHN ▪ Complete and maintain service and administrative records/documentation in supporting WSPHN activities.
<ul style="list-style-type: none"> ▪ Communication 	<ul style="list-style-type: none"> ▪ Maintain effective interpersonal relationships with all staff members, Board members, community representatives and members ▪ Develop and maintain effective relationships within a liaison role with communities ▪ Clear and effective verbal and written communication conveying essential information without unnecessary complexity
<ul style="list-style-type: none"> ▪ Quality Improvement/Audit Activity 	<ul style="list-style-type: none"> ▪ Maintain knowledge of current issues and trends in accounting in New Zealand ▪ Facilitate quality improvement initiatives ▪ Utilise best-practice and evidence-based approaches in all aspects of work ▪ Assess all potential or actual risk/safety issues for WSPHN and report to the CE or Board Chair as appropriate. ▪ Take all opportunities to develop new skills and expand competencies which will enhance delivery of service ▪ Demonstrate willingness and involvement in quality improvement activities to achieve service and organizational objectives and health impact in an innovative manner ▪ Take personal responsibility for making things happen
Ngā Tikanga Māori	<ul style="list-style-type: none"> ▪ Utilise Te Reo whenever possible ▪ Attend to cultural practices of Māori, such as Te Reo, Powhiri, Whanaungatanga, Whānau ora, Karakia, Waiata, Wairuatanga and Manaakitanga.
<ul style="list-style-type: none"> ▪ Health and Safety/Risk Management 	<ul style="list-style-type: none"> ▪ Maintain familiarity with and active involvement in the identification and management of Health and Safety issues/environments.

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	<ul style="list-style-type: none"> ▪ Observes the practices of safe work methods as set out in the WellSouth PHN's Health and Safety manual. ▪ Ensures appropriate reporting of hazards and unsafe events.
<ul style="list-style-type: none"> ▪ Advocacy skills 	<ul style="list-style-type: none"> ▪ Work positively, sensitively, constructively and culturally appropriately with all staff members and community representatives to secure positive ongoing primary health outcomes and relationships ▪ Maintain strict confidentiality in all activities.
Adhere to all WellSouth policies and procedures	<ul style="list-style-type: none"> ▪ All WellSouth policies and procedures are adhered to

PERSON SPECIFICATION Kā Pumanawa tāhau

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> ▪ Effective co-ordination and administration skills ▪ Good organisational skills with the ability to follow a task through to completion and the ability to prioritise competing demands ▪ Ability to work across and be respectful of diverse cultures and communities to achieve health gains for all ▪ Ability to work effectively and independently and as part of a multidisciplinary team ▪ Adaptable and flexible in the work environment, with an ability to think laterally and to innovate ▪ Sound problem solving skills ▪ Positive attitude with a realistic outlook ▪ Energetic and motivated, demonstrating flair and initiative ▪ Open to change and willing to adopt, initiate and lead change within the overall development of services to better meet the needs of those we serve ▪ Respect for others – promotion of mutual trust ▪ Ability to act with initiative, tact, integrity and maturity. 	

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Treaty of Waitangi Responsiveness (cultural safety)	<ul style="list-style-type: none"> ▪ Have an understanding of the Treaty of Waitangi ▪ Work and complete duties in a culturally appropriate manner 	
Qualifications (eg, tertiary, professional)	<ul style="list-style-type: none"> ▪ Relevant qualification in Accounting or Business and practical accounting experience to a high level 	<ul style="list-style-type: none"> ▪ Membership with the Chartered Accountants Australia New Zealand (CAANZ)
Professional Experience	<ul style="list-style-type: none"> ▪ Demonstrated leadership skills ▪ Proven experience in the production of financial information as required ▪ Proven experience in the production of financial information for audit ▪ Well-developed planning, analytical and problem solving skills, with the ability to find and develop creative solutions ▪ Strong relationship building and interpersonal skills, including both written and oral communication skills ▪ High attention to detail and ability to meet deadlines under pressure 	<ul style="list-style-type: none"> ▪ Experience in positive working relationships with Board of Directors/Trustees
Business / Technical Skills (e.g., computing, negotiating, leadership, project management)	<ul style="list-style-type: none"> ▪ Proficiency in accounting software, including Greentree ▪ Relevant computer skills and IT systems knowledge and experience ▪ A full and current driver's licence 	

Treaty of Waitangi Responsiveness

- Awareness and understanding of the implications of the Treaty of Waitangi