

Position Description



Finance Officer

DEPARTMENT/TEAM Corporate Services - Finance	REPORTS TO Finance Team Leader
EMPLOYMENT TYPE Part time – permanent (30 hours per week)	DIRECT REPORTS Nil
LOCATION Flexible hybrid model - Primary location: Newborough office and some work from home	KEY CONTACT Leonie Little, Finance Team Leader
AWARD <i>Banking, Finance & Insurance Award</i>	CLASSIFICATION Level3

ABOUT LATROBE?

At Latrobe, our people are at the heart of what we do. We are committed to creating an environment where diversity is celebrated, equity is achieved and inclusion and belonging are prioritised and celebrated.

We're known for being the *health fund with heart* - a not-for-profit, regional private health insurer with more than 90,000 members across Australia. We support our members through the highs and lows of their health, and we give back to our community.

Our aspirational vision is to be the number one, member owned private health insurer in Australia. Our purpose is supported by 5 key values:

1. *We display trust and respect always*
2. *We focus on shared results*
3. *We engage & empower*
4. *We are accountable*
5. *We create a positive work environment*

POSITION OBJECTIVE

The Finance Officer is responsible for supporting Latrobe's corporate services functions contributing towards a strong and sustainable core. The core purpose of the Finance Officer focuses on timely and accurate delivery of accounts payable and receivable functions. Reporting into the Finance Team Leader, this role will be responsible for end-to-end processing of financial transactions and administrative support to the Corporate Services team.

REQUIREMENTS OF THE POSITION

Key duties and responsibilities

- Ensure invoices are approved and processed through the accounts payable workflow in a timely manner according to approved budget, operational delegations and purchasing and procurement policy.
- Complete the payment run for accounts payable on a weekly basis.
- Provide general ledger coding support to internal customers.
- Ensure all transactions are processed on time and advise Finance Team Leader of any expenses for non-received invoices for accrual.
- Costing and assistance of Corporate Credit Cards, including seeking authorisation of expenses processed.
- Monthly review and reconciliation of creditors in Business Central (Latrobe's finance system), including reconciliation of creditor statements received to confirm all invoices have been processed.
- Review and testing of technology solutions as they relate to corporate services.
- Responsible for the processing of monthly accounts receivable functions.
- Daily Bank Reconciliation and other reconciliations pertaining to the AP/AR function.
- Responsible for the preparation and processing of daily banking files through membership database (HAMBS).
- Provide input to the setting and achievement of performance metrics for the Corporate Services team.
- Support statutory reporting to external organisations as required.
- Assist with other support activities and projects including review and testing of technology solutions as they relate to corporate services.
- Perform other corporate service administrative duties consistent with the position/department where required.

Leadership, teamwork and relationship building

- Model the Latrobe Way values and behaviours in the delivery of individual performance; actively contribute to a constructive, high performing team and organisational culture.
- Develop and maintain professional relationships with peers and stakeholders at all levels across the business to support inter-departmental collaboration.
- Independently prioritise work to support consistent achievement of individual and team key performance indicators; appropriately escalate issues impacting either performance and/or the business; and demonstrate a flexible, adaptable, mobile and energised (FAME) mindset.
- Be a highly effective team member with energy, enthusiasm and creativity – able to work autonomously and as part of a team.

Accountability and extent of authority

- Provide support and information as required by the Finance Team Leader and Corporate Services team.
- Ensure compliance with the Private Health Insurance Code of Conduct and applicable procedures are always maintained.

- Maintain knowledge of Latrobe's policies, processes and procedures and ensure all advice provided and processes undertaken are in accordance with the Private Health Insurance Act and Rules, the Private Health Insurance Code of Conduct, other relevant legislation, Latrobe's fund rules and current policies
- Actively maintain awareness of all risk and compliance obligations defined through Latrobe's Risk Management Framework.
- Consistently achieve individual goals and objectives and actively lead own growth and achievement planning and implementation.

Judgement and decision making

- Interpret and work within organisational policy and procedure and/or legislation applicable to the position.
- Actively offer and implement a course of action and solutions based on evaluation and analysis of numerical and written information focussed on results.
- Make decisions which are objective and free from undue influence consistent with Latrobe's risk culture and approved strategic priorities and objectives.
- Make decisions consistent with Latrobe's operational delegations and delegate or escalate matters appropriately.

Experience, skills and knowledge

- Experience working in an accounts payable receivable role and team and undertaking accounts payable and financial transaction processing.
- Understanding of and effective utilisation of budget information.
- High level MS Word, Excel and Office skills and experience.
- Excellent interpersonal and communications skills.
- Excellent problem-solving and business analysis skills including the ability to solve problems through innovative and tailored solutions
- Skilled in working around any tech or data barriers.
- Certificate in business administration, finance or similar field is desirable.

Mandatory checks

- An Australian Police check will be conducted for all new employees to Latrobe Health Services prior to commencing in a role.
- COVID vaccination status (vaccinations required to work at Latrobe Health Services).
- Employment at Latrobe Health requires candidates to have Australian citizenship or to be a permanent resident of Australia or to have a valid visa that provides work rights in Australia.