

Position Description



Financial Accountant

DEPARTMENT/TEAM Corporate Services - Finance	REPORTS TO Finance Team Leader
EMPLOYMENT TYPE Full time – permanent	DIRECT REPORTS Nil
LOCATION Flexible hybrid model - Primary location: Newborough office and working from home	KEY CONTACT Leonie Little
AWARD & CLASSIFICATION <i>Banking Finance & Insurance</i> – Level 5	ANNUALISED SALARY Fixed annual wage inclusive of all entitlements under the Award

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 Financial Accountant is a key member of the finance and broader corporate services team. This role is responsible for undertaking Latrobe Health's financial and accounting activities aligned with policy, statutory and professional standards. This includes financial reporting, capital reporting and analysis, account reconciliations, managing investments, and assisting managers and teams with budgets and accounts payable processes.

Working closely with a small team of finance business partners, accountants and finance officers, the financial accountant will be skilled in backfilling any role in the team as required.

The position will strive for continuous improvement that aims to create efficiencies and deliver improved internal and external stakeholder experience.

REQUIREMENTS OF THE POSITION

Key duties and responsibilities

- Prepare the monthly set of financial statements including detailed variance analysis.
- Coordinate collection and input of information into Latrobe's financial system to enable accurate financial reporting including the maintenance of the general ledger and associated activities
- Coordinate the preparation and reconciliation of contributions, membership and claims data and reports
- Assist with the completion of regulatory reporting within required deadlines.
- Delivery of regular financial reporting to the Board and management.
- Maintain Latrobe's Asset register and relevant asset depreciation reporting and reconciliation.
- Assist completion and review of monthly account reconciliations.
- Prepare and lodge regulatory returns (i.e. FBT, BAS).
- Manage investments in accordance with the Investment Policy.
- Review and testing of technology solutions as they relate to corporate services.
- Prepare and process banking files.
- Assist managers with costing of accounts payable invoices recognising delegations, operating/capital expenditure and the use of appropriate natural accounts.
- Be trained in other finance and corporate services roles and function to support the team and provide backfill assistance as required.
- Actively participate in personal goal setting as part of the Growth & Achievement planning process.

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 requested by the Finance Team Leader.
- 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

- Knowledge, experience and understanding of business systems and processes including legislative, regulatory and standard compliance requirements as they relate to accounting functions; end of month processing, account reconciliations, and accounts payable; managing asset registers and cashflow management
- Experience using multiple finance systems and an understanding of key functionality requirements.
- Excellent problem-solving and business analysis skills including the ability to: produce and interpret performance data related to the corporate service functions; review and improve the design and implementation effectiveness of end-to-end process, procedures and policies aligned to strategic objectives.
- Strong interpersonal and relationship management skills with demonstrated ability to work as part of a team and display leadership and initiative – a real team player.
- Strong communication and engagement skills to drive mutually beneficial outcomes with internal and external stakeholders.
- Ability to respond and adapt to changes or setbacks while remaining positive and focussed on finding solutions or keep moving forward.
- Knowledge of and/or experience working in the banking, finance, or insurance sector.
- Tertiary qualification in accounting or finance related field. More than three years' experience in a similar position in accounting fields.
- CPA/CA/IPA qualification (or working towards this qualification).

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 (full vaccination 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.