**POSITION DESCRIPTION**

**Position title: Financial Accountant**

**Location: Head Office**

**Reports to:** Finance Manager

**Entities:**  GMHBA

**Organisational level:** Professional/Technical Specialist

**Reports:**  Nil

**Job Purpose:**

To support the Finance team with the reporting and compliance requirements of GMHBA’s complex business structure. To help with the maintenance of the general ledger, financial reporting, and accounting procedures. Support the Finance Manager to ensure that reporting processes are appropriate.

**Accountabilities:**

**Planning and Implementation**

* Contribute to delivery of all aspects of the GMHBA’s overall strategic plan and objectives through planning own work and timely attendance to all delegated tasks and functions.
* Consider problems or issues that may arise and use lateral thinking to resolve or recommend solutions.
* Bring to the attention of your manager risks and issues that may need to be escalated from time to time.
* Actively participate in all business activities such as team meetings, training and development opportunities, information sessions and committee meetings.
* Collaborate and seek input from team members, specialist functions and others as required, to maximise performance outcomes.
* Identify and assist in potential areas for process improvements throughout GMHBA.

**Financial and Regulatory Reporting**

* Preparation of monthly financial reports pertaining to private health insurance (PHI) and Health Services Business (HSB) activities and investments
* Completion of reconciliations between GL & external systems for Health Services and Private Health Insurance businesses.
* Preparation of Balance Sheet and Bank reconciliations.
* Ensure that the capital expenditure policy remains up to date and monitor compliance with capital purchasing requirements.
* Maintenance of fixed asset register including application of Accounting Standards, useful life assessment and assessment of redundancy or write-off requirement.
* Preparation of monthly Business Activity Statements and annual Fringe Benefits Tax Return.
* Assist with the preparation of the Annual Consolidated Financial Report in accordance with relevant Australian Accounting Standards.
* Contribute to the annual external audit process.
* Assist the Finance Manager in identifying and implementing process improvements in the internal and external financial reporting environment.
* Preparation of financial information for inclusion in quarterly and annual APRA returns.
* Help to develop new policies and procedures for newly acquired or established businesses within the GMHBA group.
* Assist with other regulatory reporting obligations as required.
* Administration of online banking platform and corporate credit card system

**Regulatory & Reporting**

* Ensure compliance with the Company’s Delegated Authorities, Business Plan, Policies and Standards.
* Submit to company audit processes and make recommendations as required.
* Keep up to date with regulatory trends and changes, and ensure the company anticipates and navigates changes successfully.
* Prepare reports and submissions for stakeholders and committees as required.

**Stakeholders & Advice**

* Provide expert advice and recommendations to key stakeholders to facilitate understanding for robust decision making.
* Take opportunities to maintain positive and constructive relationships with regulators, auditors and other external stakeholders.
* Assist internal teams with all customer related financial and payment issues/questions

**Other**

* Participate in the design, build and roll-out of business change programs designed to strengthen GMHBA’s performance.
* Perform 1st Line of Defence duties by identifying operational risks, assist in investigating their root causes and provide support to mitigate risk through understanding control effectiveness and recommending risk improvement.
* It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position
* The accountabilities described within may be altered in accordance with the changing requirements of the role.

**Key Relationships:**

|  |  |
| --- | --- |
| **Internal:**   * Finance & actuarial team * Operations Managers * Frontline teams | **External:**   * N/A |

**Skills, Experience and Qualifications:**

**Mandatory**

* Bachelor’s degree or Higher in Accounting/Commerce or related area
* Membership of CAANZ and/or CCPA or nearing completion
* Experience demonstrated in a similar role
* Experience in financial reporting
* Well-developed communication and interpersonal skills with the ability to confidently deal with a variety of stakeholders.
* Ability to multi-task, work under pressure and meet multiple deadlines, using initiative to prioritise
* Proficiency in Microsoft Office particularly in the use of Excel, Word, Outlook

**Highly desirable**

* Experience in a relevant sector such as Private Health Insurance, Health, Retail or FMCG
* Experience with other taxes such as GST & FBT
* Experience with Microsoft Dynamics GP
* Experience practically applying Australian accounting standards and/or preparing annual reports