##

|  |  |  |  |
| --- | --- | --- | --- |
| Title | *Assistant Accountant* | Position Reports to | Manager, Planning & Financial Analysis |
| Classification | *HS21 Grade 2, Level 5* | Employment Status | Full-Time, fixed term contract |
| Enterprise Agreement | *Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025* |

As Australia’s only specialist eye, ear, nose and throat hospital, The Royal Victorian Eye and Ear Hospital’s (the Eye and Ear) has been providing care for the senses for 150 years. The Eye and Ear has over 50 different outpatient clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24 hour emergency eye and ear, nose, and throat service. The Eye and Ear provides care annually for around 250,000 patients, with over 200,000 outpatients, nearly 40,000 emergency patients and over 14,000 inpatients.

### Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. We aspire to be the world’s leading eye and ear health service through; outstanding patient experience; exemplary leadership; inspiring our people and building a platform for the future. Our values of **Integrity, Care, Excellence** and **Innovation** are at the core of everything we do.

* **INTEGRITY** We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect
* **CARE** We treat patients with respect, are compassionate, thoughtful and responsive to their needs and sensitive to diversity
* **TEAMWORK** We communicate openly, respect diversity of views and skills and work effectively with partners and in multi-disciplinary teams to deliver the best outcomes for patients
* **EXCELLENCE** We give our personal best at all times, deliver exemplary customer service, monitor performance and seek leading edge ways to improve it

Please read our full Strategic Plan here: <https://www.eyeandear.org.au/page/About_Us/Our_Publications_and_DVDs/>

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment that is free from harassment or discrimination and promotes inclusion, equity, diversity and cultural awareness in the workplace. The Eye and Ear is a smoke free environment.

### Position Summary:

**Role Purpose:**

* Assist the Finance Business Partners and Manager Planning and Financial Analysis to maintain the Organisation’s fixed asset register
* Compile appropriate information for Capital assets additions to and removals from the Fixed Asset Register and associated reporting.
* Data entry for fixed asset additions and disposals and adjustments and posting of journals to complete month end processes.
* Assist Finance Business Partners and Manager Planning and Financial Analysis to maintain the Asset Management Processes and System.
* Provide Fixed Assets support to various stakeholders across the Hospital
* Assist the Finance Business Partners with other tasks such as ad-hoc reports and queries month end processes and Clinical costing support.

### Key Responsibilities / Performance Outcomes:

1. Work within an ethically and legally sound framework. Ensure responsibilities are undertaken in accordance with the Eye and Ear policies and procedures, Code of Conduct and applicable legislation.
2. Asset Management:
* Monthly compilation of information for all applicable additions to the fixed asset register, including but not limited to extracting and saving of invoices, contacting asset purchasers to obtain required information, liaising with Infrastructure personal that asset has been received and tagged accordingly.
* Assets to be added to the fixed asset register the month they are purchased and delivered
* Disposal of assets from the fixed asset register
* Assisting FBP’s to undertake an audit of the fixed asset register
* Assist FBP’s to manage the hospitals fixed asset register and asset management reporting system.
* Assist with completing an Asset Stocktake for the Hospital.

All other ad-hoc duties as requested by Finance Business Partners and Manager, Planning & Financial Analysis.

### Quality, Patient Safety And Risk Management

Ensure utilisation of systems designed to support quality, safety & risk management. This involves:

* Having an understanding of working within your role and responsibilities outlined in the Eye and Ear Quality Clinical Governance Framework ([link](http://home.rveeh.local/InfoHub/Policy/Procedures/Quality%20and%20Clinical%20Governance%20Framework.docx)) to deliver safe high quality and person-centred experience and care.
* Participating in reporting and analysis of safety and quality data including risks or hazards.
* Participating in improvement activities.
* Participating in the reporting and analysis of quality initiatives, adverse events and risk identification.
* Participating in appropriate professional development activities and other quality and safety training.
* Participating in health service activities required for accreditation.
* Ensuring appropriate use of hospital resources.
* Demonstrate awareness of the financial requirements of the department and demonstrate an awareness of cost effective practice.
* Actively participate in the annual performance development cycle.
* Is compliant with the Eye and Ear Data Accountability Framework ([link](http://home.rveeh.local/InfoHub/Policy/Procedures/Data%20Integrity%20Framework.docx)).

### Occupational Health And Safety

The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

* Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions.
* Actively promote and demonstrate the organisational values of integrity, care, excellence and teamwork.
* Participate in wellness@work initiatives.
* Report any hazards, near miss and incidents (regardless of whether an injury occurred or not) via the Victorian Health Incident Management System (VHIMS) Riskman.
* Understand and adhere to emergency procedures.
* Actively discourage and where possible call out inappropriate behaviour that may pose a safety risk to others.
* Participate actively in return to work programs if injured, and supporting injured colleagues in their return to work.

### Selection Criteria: Qualifications, Experience And Competencies

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | Bachelor’s degree of Commerce, Accounting, Finance or related discipline | Commenced studying CA/CPA |
| **Experience** | Previous experience in data entry roles | Experience with Capital accounting, fixed asset registers or asset management reporting. |
|  | Demonstrated proficiency with Microsoft excel. Able to use Microsoft Excel vlookups, Comfortable with large datasets |  |
|  | Ability to interpret data, combined with excellent communication (written and oral) and interpersonal skills. | Strong knowledge of accounting principles and practices |
| **Competencies** | Proven ability to priorities, meet deadlines and deal with multiple projects. | An ability to negotiate, persuade and gain commitment at senior levels within an organisation. |
|  | Ability to work efficitently, autonomously and respectfully with the team. A great team player. |  |
|  | Self-starter, self-motivated, continues to chase down information from multiple sources, can-do approach and attitude | Well organised, excellent time-management skills.  |
|  | Exceptional attention to detail, high level of accuracy, ability to identify errors immediately. |  |
|  | Initiative and ability to work without supervision combined with a commitment to maintaining confidentiality in all matters. |  |
|  | Excellent communication skills with a positive and friendly attitude |  |

### Reporting Lines

**Position Reports to –** *Manager, Planning & Financial Analysis*

**Number of Direct reports -** *None*

### Key Working Relationships

(Internal)

* + Department Heads
	+ Senior Management
	+ Finance Department Staff members
	+ Other Department Staff members

(External)

* N/A

*All staff are required to have a satisfactory National Criminal Record Check. Direct patient care/clinical employees are required to have a valid Working With Children Check.*

### Author of Position Description or Manager of Position:

Name: Manager, Financial Planning & Analysis

Date: 08 April 2025

The Eye and Ear reserves the right to modify this position description as required. The employee will be consulted when this occurs. Statements included in this position description are intended to reflect the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

**Agreement**

I have read, understood and agree to comply with the position description.

Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_