

Position Description

Employment Agreement:	Individual Employment Agreement
Position Title:	Accounting Technician
Service & Directorate:	Finance
Location:	Dunedin
Reports to:	Financial Controller
Number of direct reports:	Nil
Date:	February 2021

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing
We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
Responsibility for general accounting support for the completion of financial statements and financial accounting functions, for the Southern District Health Board.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Specific Competencies	
Problem Solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
Process Management	Good at figuring out the process necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
Organisational Agility	Knowledgeable about how organizations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organizations.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> Southern DHB staff 	<ul style="list-style-type: none"> Vendors & Suppliers Internal and external auditors Ministry of Health

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> A minimum of four years' high school education with NCEA Level 2, School Certificate or other equivalent 	<ul style="list-style-type: none"> Preferably 2 years' tertiary study and/or Accounting Technician qualified
Experience	<ul style="list-style-type: none"> A minimum of 2 years' general accounting work experience 	

Knowledge and Skills	<ul style="list-style-type: none"> • Accuracy with numbers • Computer literate • Experience in working with accounting systems • Demonstrable skills with MS Excel and MS Word 	
Personal Qualities	<ul style="list-style-type: none"> • Be innovative and self-motivated • Goal orientated and customer focused • Ability to deal with people and work as part of a busy team • Ability to organise an effective work schedule • High levels of honesty, integrity and confidentiality 	

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
<p>General Accounting Support Contribute as an active team member within the finance team to support the functions of the Southern DHB.</p>	
<ul style="list-style-type: none"> • Assist with month end and year-end financial preparation and reporting • Reconciliation and analysis of various accounts • Liaising with internal and external Auditors as required • Support other Finance Team members as required • Assist with Fixed Asset accounting which may include (but not limited to); <ul style="list-style-type: none"> - Creating, amending, capitalisation and disposing of assets in the Fixed Assets Register - Monitoring and reporting on assets (including asset stock takes) and capital expenditure - Reconciliation of Fixed Assets Register and sub-ledgers to the General Ledger • Support with capital (asset) information and data requests • Ensuring any processing meets delegation policies and limits • Track, monitor and report project expenditure • Assist with the development of company policies. • Provide cover for other finance roles as required • Completion of other short term or regular projects as required 	<ul style="list-style-type: none"> • Efficient transaction processing • Accuracy of returns • Adherence to work practice in line with organisational and finance policies • Team participation and cross cover for other finance roles • Training and support for other staff • Feedback from suppliers and clients
<p>Team Performance and Development Participation in a team environment in which the Southern DHB objectives and plans can be achieved and performance enhanced.</p>	
<ul style="list-style-type: none"> • Support the philosophy and values of the Board mission and values among all employees • Foster and support commitment to achieving the highest level of health and safety, including identification and reporting of all hazards, assistance in resolving issues 	<ul style="list-style-type: none"> • Attendance at compulsory training sessions, fire training etc • Participation in performance and development reviews

<p>that may cause harm to staff, and working safely at all times</p> <ul style="list-style-type: none"> • Participate in organisational training and development programmes • Continue personal development by identifying and engaging in formal and information personal development opportunities 	
<p>Policies and Quality Assurance</p> <p>Adherence and participation with DHB policies and work procedures. Participation in the DHB quality frameworks for certification and accreditation purposes.</p>	
<ul style="list-style-type: none"> • Actively participate in continuous quality improvement as per Standards, Policies and Procedures within the Health Board • Report any unusual incidents or occurrences, especially those which may give rise to complaints or legal action against the DHB • Observe and practice safe work methods using safety equipment where it is provided, and report unsafe working conditions or equipment to management as necessary • Communicate organisation mission, values and objectives to all groups 	<ul style="list-style-type: none"> • Evidence of work practice manuals or documentation • Participation in any risk, quality or legislative frameworks and initiatives
<p>Other Duties</p>	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with SDHB processes and reflects best practice. • Research undertaken is robust and well considered. • Live and support the DHB values in everything you do.
<p>Professional Development – self</p>	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism.
<p>Health, Safety and Wellbeing</p>	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> • You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures. • You actively encourage and challenge your peers to work in a safe manner. • Effort is made to strive for best practice in Health and Safety at all times.
<p>Treaty of Waitangi</p>	
<p>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.</p>	<ul style="list-style-type: none"> • <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared

	<p>enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</p> <ul style="list-style-type: none"> • <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education. • <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.
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Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date