

Corporate Services Coordinator

Job Description



Background

Greater Eastern Primary Health is a not-for-profit company, which supports local General Practitioners. The company's mission is "to assist local General Practitioners in providing excellent health care to the community". There are approximately 200 General Practitioners who are eligible to use GEPH services.

Position Objective

The Corporate Services Coordinator holds an integral role in the company, coordinating and driving administrative quality system development and compliance across the organisation. that contributes to the Company's financial and administrative operations. The Corporate Services Manager, reports to the CEO as part of a small management team.

Overview

At a minimum the role will include: financial infrastructure management, human resources and leadership of a small administrative team (bookkeeper, events officer and reception/administrative officer).

- Supervise daily accounting – financial operations, including financial & management reporting, budgeting & forecasting, cash management, company accounting control & system, asset management, performance analysis, taxation, reconciliation and auditing.
- Analysing budget-to-actual and reviewing general ledger accounts to ensure accuracy.
- Responsible for full scope of management accounting functions for the business including financial analysis, forecasting and budgeting activities.
- Managing administrative and infrastructure operations
- Work closely with the program team coordinators and external customers (funding bodies, sponsors, members, and key stakeholders).

From an Accounting perspective the Corporate Services Manager is responsible for month end, management reporting and financial analysis. This specifically includes the administration of the individual program and annual budgets. With a strong focus on compliance and internal controls, the ability to ensure consistency and accuracy of all documentation and its supporting systems will be required.

In their spare time, additional Corporate Service Manager responsibilities include; contract administration, insurance, statutory compliance, legal, property management, procurement, marketing, sponsorship generation, and IT and communication. An experienced leader is required not only to manager but also mentor and develop key administrative personnel.

This is an integral role to the organisation and will be heavily relied upon as part of the leadership and management team.

Key Responsibilities

1. Financial Management & Corporate Administration:

- Financial strategy and planning from Business Plan objectives, monitoring, management and reporting, including development & compliance of policies, systems & processes.
- Monthly reporting & analysis of Company's financial position to Treasurer & Secretary and Board
- Reporting and accounting as per regulatory and legal requirements including taxation, Workcover, Salary Packaging, BAS/PAYG, annual report and accounts.
- Company Secretary responsibilities (statutory company administration as per ASIC requirements)

- Facilitate Board Elections and Annual General Meeting
- Other responsibilities include company insurance, contracts and agreements, legal activities and major supplier/customer/partner relationships
- Creation and management of budgets
- Creation and management of financial systems and processes
- Payroll Management
 - Manage Superannuation Guarantee payments on a monthly basis
 - Payroll facilitation overseen by CEO
 - Calculate Long Service Leave (bi annual)
 - Calculation of allowances and travel reimbursements
 - Manage staff entitlement accrual and payment (annual, personal and other leave)
 - Review BAS prior to lodgment
- Oversee Bookkeeper Processes
 - Fortnightly cheque and payroll
 - Timely invoicing
 - Banking of cash and cheques on a weekly basis
 - Bank account reconciliation monthly
 - Transfer of monies between bank accounts at Bendigo Bank
 - Deposits into bank and investment accounts
 - Petty Cash
- Debtor & Creditor Management
 - Monitor accounts receivable
 - Manage the reduction of debt through reminder/demand letters, phone calls and text messages, use of debt collection company
 - Ensure entry of creditor invoices and manage timely payment of invoices via cheque and EFT
- Electronic Record Management
 - MYOB Database Management
- Assets Management
 - Manage asset purchasing via competitive quote system
 - Supervise the asset register data entry
- Grant Management
 - Establish and maintain Grant Management system
 - Monthly Y-T-D grant income to budget reporting
 - Hardcopy filing system
 - Stakeholder liaison
- Insurance Management
 - Insurance renewals
 - Workers Compensation renewals
- Prepare and present the following reports
 - Fortnightly budget variance reports to CEO
 - Monthly Finance Committee reports
 - Bi-monthly Board reports
 - Bi-Annual Audit reports for programs and grants
 - Audit Material upon close of financial year
- Analysis and Presentation of Monthly statements for
 - Financial position & performance report
 - Cash Flow Summary
 - Budget Tracking - (P&L with 10% variance report)
 - Relevant financial information for Program Coordinators
- Meetings
 - Other Ad-hoc reports to CEO regarding revenue and expenditure
 - Monthly Management Team Meeting
 - Monthly Finance Committee meetings
 - Weekly Administration Meeting

2. Company Administration:

- ISO Quality Assurance responsibilities
- Corporate level negotiations (e.g. premises, plant, acquisitions and disposals)
- Deal with Customer Complaints
- Manage all account disputes and report these to the CEO when required
- Oversee the development of venue hire and other income generation initiatives
- Assist CEO and Program Coordinators with development of new policies and program budgets
- Supervise and assist with invoicing each fortnight which includes invoice verification

3. Infrastructure Responsibilities:

- New equipment procurement via competitive quote
- Oversight of IT service contract to ensure timely repairs and preventative maintenance
- Implementation of disaster recovery plan
- Implementation and maintenance of Divisions Information System (SQL Database)
- Ensure effective functioning through maintenance and timely repairs of electronic equipment (Phones (backup & re-programming), Photocopier, Fax, Scanner, Data Projectors)

4. Human Resource Management:

- Coordinate & Manage Administration team
- Establish Enterprise Bargaining Agreement / Employee Collective Agreement
- Contribute to staff recruitment & selection
- Management of employee appointment & maintenance of personnel files
- Staff discipline, grievance, counselling, succession planning, performance appraisals and quality management issues
- Establish, manage and monitor Occupational Health & Safety standards, processes, communications, training and systems to ensure a safe workplace without risk to health

Qualifications

The Ideal candidate should possess an Undergraduate degree in Accounting or Finance or a related subject. Candidates without relevant qualifications are encouraged to apply if they have extensive experience in business administration, accounting, management or related fields would be advantageous.

Accountability

This position reports directly to the Division CEO and will be accountable, as an employee of Greater Eastern Primary Health, for the observance of the aims, policies and protocols of the company.

Key Selection Criteria

We are seeking to recruit an individual who has demonstrated longevity in their career with a stable work history.

- A minimum of 6 years experience in financial and management accounting, preferably in the not-for-profit sector or health industry.
- Experience in marketing would be a distinct advantage.
- Excellent communication, analytical, presentation and interpersonal skills evidencing an ability to communicate effectively in a small organisation environment.
- Immediately available preferred.

Conditions of Employment

- Compliance of the company policies and procedures in the performance of duties.
- Permanent appointment subject to successful completion of a three month probationary period.
- 32 hours per week.
- Pro-rata leave based on fulltime equivalent (fulltime: four weeks annual leave, twelve days personal leave per annum)

- Annual Leave Loading at 17½%.
- Travel reimbursement as per Australian Taxation Office rates.
- Salary packaging availability as per Company Policy.
- Greater Eastern Primary Health is a smoke-free environment.
- GEPH follow Worksafe guidelines. We require all staff to follow safe work practices, procedures, instructions and rules. It is expected that staff perform all duties in a manner that ensures personal health and safety of others in the workplace. Any hazards and/or incidents that can cause harm are to be reported immediately to management.
- The successful applicant will be required to undergo a police check.
- Other conditions as per Knox Division Employee Collective Agreement (note: Knox Division of General Practice changed its name to Greater Eastern Primary Health February 2010).

Applications:

Please forward CV with a cover letter to:
Melanie Virtue
CEO
Greater Eastern Primary Health Ltd
1350 Ferntree Gully Rd
Scoresby VIC 3179

Or email: ceo@knoxdiv.com.au

Applications close 5 March 2010.