



# Position Description



Position title	Finance Officer
Responsible to	Senior Accountant
Responsible for	Nil reports
Location	Wollongong
Conditions	National Employment Standards Employment Contract Company policies and procedures Flexible work practices
Remuneration and benefits	Base salary plus superannuation at statutory rate Salary packaging in line with Registered Health Promotion Charity status Professional development opportunities
Probity checks	Reference checks National Criminal Record Check Qualifications/Certifications required for the position Professional registrations and memberships as required for the position
Level of delegation	As outlined in Delegations Policy
Acknowledgement of Country	COORDINARE South Eastern NSW PHN, acknowledges the Traditional Owners and Custodians of the lands across which we live and work. We pay our respects to Elders past, present and emerging, and acknowledge Aboriginal and Torres Strait Islander peoples' continuing connection – both physical and spiritual – to land, sea and sky.

### About us

COORDINARE, as the South Eastern NSW Primary Health Network, is dedicated to fostering healthier communities.

We focus our efforts on those who face the biggest inequities. To do this, we collaborate with the community, general practices and other stakeholders to design solutions that make it easier for people to get the health care they need.

We will also use our knowledge and commissioning expertise to attract new funding partners to expand our impact.

### Our purpose

To improve the health of communities in South Eastern NSW.

## Our priorities

Our three objectives and key priorities are:

1. **Accessible care** – by improving access to services such as mental health, alcohol and other drugs, chronic conditions, after hours and urgent care- especially for priority groups.
2. **Systemised care** – by strengthening linkages between primary care and the broader health system. We support general practice and commission coordination and navigation services that guide individuals through their health care journey.
3. **An activated community** – by fostering health across the lifespan, addressing the social determinants of health, increasing prevention activities, and improving community resilience and social connectedness.

As a growing, innovative, and resilient organisation, we achieve our priorities through our strengths in:

- Consumer engagement
- Professional capacity
- Financial resilience
- Communications and influence
- Research and evidence
- Data and IT capability

## Our values

- We build trusted and meaningful relationships
- We respect and include diverse voices
- We act with integrity
- We embrace change with purpose

## Our processes

COORDINARE commissions services from our stakeholders, rather than providing services directly. Commissioning involves starting with understanding our communities' needs, identifying commissioning opportunities and then gauging the impact of our initiatives on the community.

COORDINARE uses population health data, and input from our two GP-led Clinical Councils, the Community Advisory Committees, the Aboriginal Health Councils, general practices, and through our strategic alliances with the Local Health Districts, to identify needs, set clear local priorities, and implement government initiatives.

## Purpose

As a member of the Finance and Risk team, this role is responsible for the timely and accurate preparation and processing of accounts payable, accounts receivable, visa card coding/processing, payroll processing and other associated financial functions as directed.

The Finance Officer contributes to the efficient functioning of the finance team and helps drive strategic decision-making through data-driven insights and effective financial planning.

## Key accountabilities

- Process accounts payable in accordance with COORDINARE policies and procedures.
- Investigate and resolve accounting enquiries from suppliers.
- Manage EFTsure maintenance.
- Process Accounts Receivable invoices and update the Income and Receipts Schedule spreadsheet.
- Manage Credentials in Folio.
- Assist with fortnightly payroll when required.
- Ensure effective record keeping and take the opportunity to review and streamline financial processes in line with a continuous improvement approach and in scope of the role.
- Ensure financial activities comply with our audit requirements and adhere to internal policies.
- Support other financial activities as part of the Finance and Risk team such as visa reconciliation, assets register, processing month-end journals.
- Work with connecting teams to ensure smooth work and communications flows contributing to the efficiency of the total workflow or process.
- Contribute to finance reporting as required.
- Assist with Audits.

## Key relationships

- Internal – Chief Financial Officer, Accountants, Finance, Risk and Procurement Team.
- External – suppliers.

## Key challenges

- Working in a busy and complex environment where there are competing demands, tight deadlines, and limited resources.
- Determining appropriate action to be taken when responding to issues raised by internal stakeholders.
- Supporting compliance with internal financial policy and procedures.

## Key outcomes

- Provide timely and accurate financial support to the Finance and Risk team.
- Effective relationships with internal and external stakeholders developed and maintained.
- Opportunities for efficiencies and system improvements within scope of role identified and implemented.

## Selection criteria

Area	Specific requirement
Qualifications	Tertiary level in a related field; or equivalent relevant experience.
Registration and licensing	Australian Drivers Licence
COVID-19 vaccination compliance	It is recommended that COORDINARE employees have completed at least 2 doses of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA).

## Knowledge and experience

Experience, competence, qualifications, and personal attributes required to successfully fulfil the responsibilities of the position are:

1. Customer service approach with highly developed interpersonal skills enabling good working relationships, and an ability to relate appropriately with staff at all levels.
2. Extensive and relevant experience in providing key areas of responsibility within a medium sized finance team and organisation.
3. Ability to maintain a high level of accuracy in preparing and entering financial information, ability to verify that transactions comply with financial policies and procedures.
4. Demonstrated ability to be organised, prioritise work and manage time effectively.
5. Highly proficient in the use of MS Office applications and payroll (Employment Hero preferred, but not essential) and accounting systems (WiiSE/Business Central preferred, but not essential).
6. Demonstrated ability to problem-solve and take initiative in the resolution of both systemic and one-off administrative problems.
7. Derives joy from the accurate and timely processing of financial information, understanding contribution to the organisations work to create a better health system for better health in our communities.
8. Is a team player whose personal values align with the values of the organisation.

*COORDINARE is an equal opportunity employer embracing diversity. We strongly encourage applications from Aboriginal and Torres Strait Islander people. We are sector leaders with excellent benefits, and a hybrid workplace in the beautiful SENSW region.*

*We support Hybrid Working, so it is expected on average 40% of your work time should be spent at a COORDINARE location to achieve the exemplary depth of relationships, connection, and collaboration as desired.*

*Successful applicants must have the right to work in Australia.*

*Successful applicants must have access to a comprehensively insured motor vehicle and a willingness to travel as part of this role, including overnight stays.*

**As the incumbent of this position, I confirm I have read the Position Description, understand its content, and agree to work in accordance with the requirements of the position.**

Employee's name:

Employees Signature:

Date:

Supervisor's name:

Supervisor's Signature:

Date:

*Please note if this PD is for a new role it will need to be reviewed and approved by the CEO.*

Date	Version No.	Author	Approved by	Reason for update
July 2015	1	CFO	CEO	Newly created role
Nov 2019	2	CFO		Revised for recruitment
Nov 2022	3	Director, Corporate Services		Revised for recruitment
Feb 2025				Review of PD as part of the PDP process
Nov 2025	4	Senior Accountant		Revised for recruitment