



## POSITION DESCRIPTION

POSITION:	Business and Finance Manager
SALARY:	Management Stream (\$65,000-\$80,000 per annum) based on qualification, skills and knowledge
CONDITIONS OF SERVICE:	Based on the General Practice Tasmania Network Enterprise Agreement 2009-11  The occupant will have access to generous salary packaging arrangements within a flexible working environment
STATUS:	0.6 FTE (3 days per week)
LENGTH OF POSITION:	to 30 June 2011 (with the likelihood of extension subject to ongoing funding)

### FUNCTION

- To support the day to day management of the company's human, physical and financial resources in accordance with the company's business plan, the requirements of applicable law and compliance with contractual obligations.

### PRIMARY TASKS

#### **Financial Management**

- Maintain the company's Chart of Accounts.
- Prepare, maintain and report on company budgets in collaboration with the Chief Executive Officer (CEO) and other senior managers.
- Monitor and analyse the company's financial performance and provide advice to the Board, CEO and senior managers via the provision of monthly financial reports and the identification of any risks or issues associated with the company's financial operations within 10 days of the end of each month.
- Complete monthly bank reconciliations.
- Supervise the preparation of invoices to funding bodies in accordance with a schedule of payments and in collaboration with designated cost centre Managers.
- Provide mentoring and support to staff involved in the processing of debtor and creditor accounts.

- Participate in bi-monthly meetings of the company's Finance, Audit and Risk Committee and meetings of the Board of Directors if required.
- Prepare and submit monthly and quarterly Business Activity Statement returns to the Australian Taxation Office.
- Complete annual Fringe Benefits Tax return and liaise with Company accountants to arrange for electronic lodgement of return.

### **Human Resource Management**

- Manage the fortnightly payroll for all General Practice Tasmania employees including audit and reconciliation of payable hours and leave arrangements within the terms of the company's Enterprise Agreement and administration of salary packaging arrangements.
- Provide advice as requested by the CEO regarding other matters relating to the management of the company's human resources.
- Provide information on salary packaging arrangements to all new staff and employed Doctors and assist staff with completion of salary packaging documentation.
- Maintain adequate records to provide for the completion of the company's Fringe Benefits Tax return due in April/May each year including ensuring the FBT grossed up cap is not exceeded by individual employees.

### **Asset Management**

- Facilitate the development and maintenance of an asset register for the company.
- Negotiate and maintain company insurance policies.
- Provide advice as requested by the CEO regarding other matters relating to the management of the company's physical resources.

### **Other**

- Develop and maintain business policies and procedures relevant to the occupant's areas of responsibility.
- Undertake specific projects and other tasks in accordance with Board priorities and as directed by the CEO.
- Participate in regular Senior Management Team meetings and through this contribute to the efficient and effective operation and development of the company.
- Liaise with the company's accountants and auditors as required, particularly in relation to the preparation of annual financial statements and compliance with Australian Securities and Investment Commission reporting requirements.

### **LEVEL OF RESPONSIBILITY**

Responsible to the CEO. A high level of self-sufficiency is required and the occupant is expected to exercise considerable initiative and discretion.

The occupant will be expected:

- to work collaboratively with all members of the General Practice Tasmania and its member organisations; and
- to develop and maintain a strong working relationship with key stakeholders relevant to the occupants area of responsibility.

## SELECTION CRITERIA - SKILLS, KNOWLEDGE AND EXPERIENCE

### *ESSENTIAL*

1. Demonstrated high level knowledge and experience in general accounting and office practices.
2. Demonstrated ability to analyse data and to identify issues.
3. Proficient use of accounting software and the Microsoft Office suite of products.
4. High level oral and written communication skills including proven capacity to effectively communicate with colleagues and external stakeholders.
5. The ability to work without supervision and to plan and prioritise complex activities within limited resources to achieve goals and meet deadlines.

### *DESIRABLE*

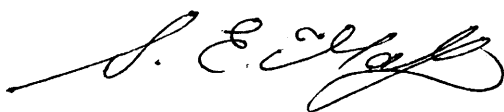
6. A demonstrated understanding of and commitment to the principles of continual quality improvement.
7. Current Tasmanian driver's licence.

## WORKING ENVIRONMENT

The position is located in Hobart at the General Practice Tasmania Offices at Level 3, 86 Murray Street, Hobart. Some intrastate and interstate travel will be required.

This is a part-time position and entitlements will accrue based on a pro rate adjustment of the full-time equivalent. Normal hours of work for a full-time position are 75 hours per fortnight, with occasional requirements for work outside of normal hours to attend meetings (to be reimbursed in accordance with the terms of the Enterprise Agreement).

Other terms and conditions of employment are as specified in Enterprise Agreement.



Chief Executive Officer

15 December 2009