

POSITION DESCRIPTION

Position Title:	Management Accountant
Award:	Health And Allied Services, Managers and Administrative Workers (Victorian Stand-Alone Community Health Services (Multi Employer) Enterprise Agreement 2022 - 2026
Classification:	Management and Administrative Officer - Grade 5 (HS5)
Site:	This position is primarily based at our Hopetoun Street site, however may be required to work from any BCHS site or outreach location as negotiated.
Hours per fortnight:	60.8 hours per fortnight (0.8 FTE)
Tenure:	Ongoing
Position description developed:	July 2026
Responsible to:	Senior Leader of Finance

ABOUT BENDIGO COMMUNITY HEALTH SERVICES (BCHS)

BCHS is located across five sites in the City of Greater Bendigo, Central Victoria. BCHS has a proud 50-year history and provides more than 50 services across medical and allied health, family services, drug and alcohol, mental health, settlement services, health promotion and more, with a focus on vulnerable people and communities.

The organisation has more than 280 staff supporting people of all ages and stages of life to access quality, person-centred care. We foster a values-aligned, positive and thriving culture where staff feel safe and supported. Staff have clarity of roles and work in an environment of accountability. The success of BCHS is dependent on our staff who provide a high level of professionalism and dedication.

VISION

Better health and wellbeing across generations.

PURPOSE

Supporting you and your family to live healthy lives.

VALUES

Lived and Living Experience: We listen to understand. We value our communities, their backstories, lived and living experiences and cultures and learn from them to tailor our services.

Equity: We provide equitable and inclusive health and wellbeing services, ensuring they are culturally responsive and accessible.

People: We maintain a skilled, engaged and professional workforce, including people with lived experience, and enable a culture of continuous learning.

Partnership: We understand trust and partnerships are key to achieving our purpose. We listen and learn - and share our knowledge and expertise in collaboration and co-design with our community, ensuring we are providing local solutions to community need.

Integrity: We uphold the values of the Universal Declaration of Human Rights and approach all we do with kindness and respect. We are ethical in all we do.

TEAM ROLE

The Finance Team provides a high-quality financial management service to BCHS, staff and external customers and suppliers with an emphasis on ongoing improvements to efficiency and effectiveness. Team responsibilities include financial transactions, accounts payable and receivable, internal support to queries from staff, end of month financial reconciliations and internal and external financial reporting and budgeting.

POSITION ROLE

The Finance Officer plays a key role in supporting the financial management, reporting, and compliance functions of BCHS. The position contributes to the organisation's financial sustainability through the timely and accurate preparation of financial reports, program acquittals, budget development, forecasting, and audit support activities.

Working collaboratively with internal stakeholders, the Finance Officer assists in the delivery and continuous improvement of financial processes, systems, and controls to ensure compliance with organisational policies, funding requirements, and regulatory obligations. The role provides high-quality financial support and advice to staff across BCHS, fostering effective financial management practices throughout the organisation.

POSITION RESPONSIBILITIES

The responsibilities of the position are:

Key Responsibilities

- Contribute to the timely completion of monthly financial processing, reconciliations, and reporting activities.
- Lead the preparation, coordination, and submission of BCHS program acquittal reports, ensuring compliance with funding body requirements.
- Assist in the preparation of organisational budgets, liaising with managers and other stakeholders to develop budget assumptions and forecasts.
- Support the monitoring and forecasting of financial performance, identifying variances and contributing to corrective actions where required.
- Assist in maintaining and overseeing day-to-day financial processes, systems, and workflows to ensure efficiency, accuracy, and compliance.
- Support the preparation for and completion of external audits, including the provision of documentation and responses to audit queries.
- Operate in accordance with BCHS policies, procedures, and organisational values, while contributing to the development and continuous improvement of financial policies and practices.
- Participate in the BCHS Staff Development and Review process and undertake ongoing professional development.
- Provide responsive, professional, and high-quality financial support, guidance, and customer service to BCHS staff regarding financial transactions, reporting, and general financial management matters.
- Foster collaborative working relationships across the organisation to support sound financial decision-making and organisational objectives.
- Other duties as directed.

KEY SELECTION CRITERIA

Essential

1. Qualifications and Experience

- Relevant tertiary qualification in Accounting, Finance, Commerce, or a related discipline, or equivalent demonstrated experience in a finance or accounting role.
- Minimum of 4 years' experience in financial reporting, budgeting, forecasting, and financial administration within a complex organisation.

2. Financial Reporting and Analysis

- Demonstrated experience in coordinating monthly financial processing and preparing accurate financial reports within required timeframes.
- Proven ability to analyse financial information, identify variances, and provide meaningful financial insights and recommendations.

3. Budgeting and Forecasting

- Experience assisting with the preparation, monitoring, and forecasting of budgets.
- Ability to work collaboratively with managers and stakeholders to gather information, develop budget assumptions, and support informed decision-making.

4. Grant Funding and Acquittal Reporting

- Demonstrated experience preparing funding acquittals, grant reports, or similar compliance reporting, ensuring accuracy and adherence to funding requirements.
- Strong attention to detail and ability to manage multiple reporting deadlines.

5. Financial Systems, Processes and Compliance

- Sound understanding of accounting principles, financial controls, and compliance requirements.
- Experience contributing to the development, implementation, and continuous improvement of financial policies, procedures, and workflows.

6. Audit Support

- Experience assisting with internal and/or external audit processes, including preparation of supporting documentation and responding to audit requests.
- Understanding of governance, risk management, and financial accountability practices.

7. Communication and Stakeholder Engagement

- Well-developed interpersonal and communication skills, with the ability to establish productive working relationships across all levels of an organisation.
- Demonstrated ability to provide high-quality customer service and financial support to internal stakeholders.

8. Organisation and Time Management

- Exceptional organisational skills with the ability to manage competing priorities, meet deadlines, and maintain accuracy in a high-volume work environment.
- Demonstrated ability to work independently while contributing effectively as part of a team.

9. Technology and Systems

- High level proficiency in Xero, Microsoft Excel and Microsoft Office applications.
- Experience using accounting, financial management, or enterprise resource planning (ERP) systems.

10. Probity

- The successful applicant will also be required to undertake and complete a Satisfactory National Police Check.
- A current Victorian Employee Working with Children Check (WWCC)

Desirable

- Experience working within the community health, not-for-profit, government, or funded services sector.
- Knowledge of grant funding arrangements, health sector funding models, and reporting requirements.
- Membership of, or progress towards membership of, a recognised professional accounting body (CPA Australia, CA ANZ, or equivalent).

PROBATIONARY PERIOD

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

STAFF REVIEW & DEVELOPMENT (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the position role and responsibilities and key selection criteria in addition to the relevant team plans and the following performance indicators.

Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Contribute to the timely completion of monthly financial processing, reconciliations and reporting activities.
- Provide high-quality customer service and financial support to internal stakeholders.
- Assist with the preparation, monitoring and forecasting of team budgets.
- Assist to prepare accurate financial reports within required timeframes.
- Participate in supervision and professional development as negotiated with line manager.
- Knowledge and compliance with the BCHS privacy and confidentiality procedures.

Communication and Teamwork:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers.

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' vision, values, and strategic directions.

Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.
- Demonstrate understanding and behaviour to reflect BCHS' values.

Administration and Documentation:

Through the use of the BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and teamwork plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

DIVERSITY AND CULTURE

BCHS treats all people with respect; values diverse perspectives; provides diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

CHILD SAFETY

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **all** children reach their individual potential.

OTHER ESSENTIAL REQUIREMENTS

Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Provide vaccination information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

BCHS believes that *"Quality is everyone's business, safety is my responsibility"*

Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

OTHER INFORMATION

- Salary packaging would be available to the successful applicant.
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an equal opportunity employer.
- All BCHS sites are smoke and vape free workplaces.
- BCHS has a commitment to environmental sustainability.

